



ORNAMENTAL TREE LIGHTING PERMIT APPLICATION - STREET TREES

Incomplete applications will result in delays.

Need help? Visit: www.portland.gov/trees/treepermits/ornamental-lights-street-trees-faqs

For Questions: call (503) 823-TREE (8733), or email trees@portlandoregon.gov.

TREE INFORMATION

Primary Address of the Permit: _____

of Street tree(s): _____

PERMIT TYPE

Check One: Seasonal Lighting (120 days or less) Non-Seasonal Lighting (More than 120 days)

NON-REFUNDABLE APPLICATION FEES

Payable to "City of Portland"

Fee based on the number of trees:

| | | | |
|---------------|------|----------------|-------|
| 1-10 trees: | \$35 | 101-200 trees: | \$100 |
| 11-50 trees: | \$45 | 201-500 trees: | \$175 |
| 51-100 trees: | \$75 | 500+ trees: | \$250 |

Property owners living on low incomes may qualify for a fee waiver.

For more information, visit [Urban Forestry Financial Assistance](http://www.portland.gov/trees/treepermits/financial-assistance)

(www.portland.gov/trees/treepermits/financial-assistance-tree-permit-application-fees).

LETTER OF GUARANTEE

A signed Letter of Guarantee is required to be held by the City. The Letter of Guarantee indicates permit holders will reimburse the City for all tree-related damages caused by the installation, use, and removal of the ornamental lights.

For templates, visit: www.portland.gov/sites/default/files/2020-06/attachment-letter-of-guarantee.pdf

APPLICANT INFORMATION

Name: _____ Company Name: _____

Relationship to Property: _____

Property Owner Contractor / Property Manager Other _____

Mailing Address: _____

Phone: _____ Email: _____

If Applicant is not the Property Owner:

Property Owner Name: _____

Mailing Address: _____

Phone: _____ Email: _____

*****STAFF USE ONLY*****

IVR:

ZONE:

DATE RECEIVED:



Ornamental Lighting Proposal - Area/Site Map

Draw a map of the Ornamental Lighting Plan in the box provided below -**OR**- include a printed map with the following information.

The Area/Site Map must include all of the following information:

- Existing street trees
- Street Names
- Addresses or Intersections
- Trees proposed for installing ornamental lights



Acknowledgement Statement

I, _____, the property owner or authorized representative, am responsible for complying with the following statements.

I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of fact (whether intentional or not) in this application or any other required document, as well as any misleading statement or omission, may be cause for revocation of the permit, regardless of how or when discovered. I certify that I have done my due diligence to determine that I do need to submit an ornamental lighting application and understand that the application fee is non-refundable if, in fact, a permit is not required.

I agree to comply with City of Portland Code Title 11 Trees and City policy PRK-2.02 - Street Tree Ornamental Lighting Guidelines. **I understand that submitting an application does not entitle me to a permit, and I must have physical possession of the permit before beginning any work.** Failure to obtain a permit or violating the terms of a permit may result in civil penalties of up to \$1,000 per tree per day in accordance with City Code Title 11; additional fines may also apply. I agree to hold harmless the City of Portland, its agents, officers, and employees for any damage or injury caused by reason of attaching ornamental lights, planting, placement, maintenance, or removal of trees.

The property owner or authorized representative hereby give permission to the City of Portland and its agents, officers, and employees to enter the property for the purpose of tree inspection prior to permit issuance and for replanting compliance inspection after the permit is issued.

By signing below, I hereby acknowledge I understand and will comply with the statements above and that I am the owner of the property or an authorized representative.

Signature (**REQUIRED**) _____ Date: _____

Tree work can impact wildlife. Many animals are protected under laws such as the [Migratory Bird Treaty Act](#) (www.fws.gov). It is your responsibility to understand and comply with all applicable city, state and federal laws and regulations.

