



## STREET TREE PERMIT APPLICATION - NON-REMOVAL INSTRUCTIONS

Need help? Visit [www.portlandoregon.gov/trees](http://www.portlandoregon.gov/trees), email [trees@portlandoregon.gov](mailto:trees@portlandoregon.gov), or call 503-823-TREE (8733)

### When do I need to submit a Street Tree Permit Application - Non-Removal?

You will need to submit a Street Tree Permit Application - Non-Removal when no development is occurring, and you want to do one or more of the following:

- Plant a street tree
- Prune a street tree without inspection
  - Available when the following conditions are met:
    - Pruning is for branches less than 6" in diameter at attachment to the stem.
    - Pruning is for young tree pruning, crown cleaning or crown raising for clearance of the street and sidewalk (7.5' above the sidewalk, 11' above residential streets, and 14' over arterial streets).
    - The street tree is not a Heritage Tree.
- Any other work on street trees not specified in an existing permit application

A **street tree** is any tree located in the City right-of-way, typically in the planting strip between the sidewalk and the curb. Unimproved right-of-ways that do not have a sidewalk and/or a curb may also contain street trees.

Street tree permit applications may require an on-site inspection by an Urban Forestry Tree Inspector.

### Street Tree Permit Application, Non-Removal Instructions

- 1) Fill out the attached application completely and legibly. All information is required for the application to be deemed complete and processed. Incomplete applications are subject to delays.
- 2) Submit the completed application in **one** of the following ways:
  - by email to [trees@portlandoregon.gov](mailto:trees@portlandoregon.gov)
  - by mail to Portland Parks & Recreation Urban Forestry, 1900 SW 4th Ave. Suite 5000, Portland, OR 97201
- 3) There is no application fee for the Street Tree Permit Non-Removal application.

### Related Street Tree Permit Applications:

Applications for the following can be found at <https://devhub.portlandoregon.gov>.

- **Removing and replanting street and regulated private trees**
- **Pruning street trees**
- **Pruning roots of street trees**
- **Attaching items to street trees**
- **Applying Chemical street trees**





## STREET TREE PERMIT APPLICATION - NON-REMOVAL

Incomplete applications will result in delays.

Need help? Visit:

<https://www.portland.gov/trees/treepermits/other-street-tree-permits/other-tree-permits-faqs>

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

### TREE INFORMATION

Address of the tree(s): \_\_\_\_\_ # of tree(s): \_\_\_\_\_

### PERMIT TYPE

**Check One:**

Street tree planting

Street tree pruning permit without inspection

Other street tree permit request (describe): \_\_\_\_\_

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Relationship to Property: \_\_\_\_\_

Property Owner  Contractor / Arborist  Property Manager  Other \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**If Applicant is not the Property Owner:**

Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

<b>***STAFF USE ONLY***</b>
<b>IVR:</b>
<b>ZONE:</b>
<b>DATE RECEIVED:</b>



# PROPOSAL

## TREE INFORMATION Use one row for each tree. Attach additional pages as needed.

Tree #	Species	Tree trunk diameter at 4.5'	Work Proposed (plant, pruning, other)	Comments



## 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 a tree 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. **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 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: \_\_\_\_\_

*If applicable,*  
Neighboring Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

