



**TREE REMOVAL & REPLANTING PERMIT APPLICATION**

Instructions for completing this form are at:

<https://www.portland.gov/trees/documents/instructions-tree-removal-and-replant-permit-application>

**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: \_\_\_\_\_

**ONSITE INSPECTION CONTACT (If different from Applicant)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**NON-REFUNDABLE APPLICATION FEES**

- See <https://www.portland.gov/trees/treepermits/do-i-need-tree-permit/urban-forestry-fee-schedule> for current rates.
  - Property owners living on low incomes may qualify for a fee waiver. For more information, see <https://www.portlandoregon.gov/trees/article/758579>
- Check the box to apply for a fee waiver. This will authorize the City to verify that you are enrolled in the Portland Water Bureau Bill Discount Program. See <https://www.portland.gov/water/customer-service/apply-financial-assistance>.

**EMERGENCY TREE PERMIT APPLICATION**

Check box if applicable

Per 11.40.020.D ( <https://www.portlandoregon.gov/citycode/article/636252> ) the tree(s) or portion of the tree(s) have been removed because **the actively failing condition** or location of the tree(s) or portion of tree(s) presented such a **clear and present immediate danger** to people or structures that there was insufficient time to obtain a tree permit. I am submitting this application **within 7 days of the work** in order to receive a retroactive Tree Permit. This application **includes photographs** or other documentation to prove an emergency existed.

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



## TREE REMOVAL

1. **Site Address (if different from mailing address)** \_\_\_\_\_

2. **Marking/Flagging**

Tree(s) proposed for removal must be marked for locating, (e.g., colored ribbon). Do not nail or spray paint tree(s).

How will the tree(s) be identified? \_\_\_\_\_

3. **Tree Information**

**a) TREE 1**

1. Tree is:  In the Right-of-Way  On Private Property

2. Tree Species: \_\_\_\_\_

3. If Tree is on Private Property:

a. Tree is in:  Front Yard  Back Yard  Side Yard

b.  Tree is within 10 feet of a building

c. Tree trunk diameter: \_\_\_\_\_ inches (diameter = circumference ÷ 3.14)

**b) TREE 2**

1. Tree is:  In the Right-of-Way  On Private Property

2. Tree Species: \_\_\_\_\_

3. If Tree is on Private Property:

a. Tree is in:  Front Yard  Back Yard  Side Yard

b.  Tree is within 10 feet of a building

c. Tree trunk diameter: \_\_\_\_\_ inches (diameter = circumference ÷ 3.14)

**c) TREE 3**

1. Tree is:  In the Right-of-Way  On Private Property

2. Tree Species: \_\_\_\_\_

3. If Tree is on Private Property:

a. Tree is in:  Front Yard  Back Yard  Side Yard

b.  Tree is within 10 feet of a building

c. Tree trunk diameter: \_\_\_\_\_ inches (diameter = circumference ÷ 3.14)

Applying to remove more than 3 trees? Complete the form at <https://www.portlandoregon.gov/trees/article/513082>

## TREE REPLANTING

1. **Location (check all that apply)**

a. Tree(s) will be replanted:  In the Right-of-Way  On Private Property

b. If on Private Property, replanting will be in:  Front Yard  Back Yard  Side Yard

2. **Tree Replacement(s)**

Species must reach a minimum mature height of 16 feet, be single-stemmed, and be 1.5 inches caliper (broadleaf) or 5 feet tall (conifer) at the time of planting.

**a) Private Property Trees**

# of Private Trees \_\_\_\_\_ Species \_\_\_\_\_

**b) Right-of-Way (Street) Trees**

# of Right-of-Way (Street) Trees \_\_\_\_\_ Species \_\_\_\_\_

• Species must appear on the City's approved list at <https://www.portlandoregon.gov/trees/66682>.



**OPTIONAL INFORMATION**

See Instructions at <https://www.portland.gov/trees/documents/instructions-tree-removal-and-replant-permit-application>

**SITE MAP:** Provide an image (screenshot from <https://portlandmaps.com/> is preferred) or drawn plan of the property showing the following information:

- Trees proposed for removal – Mark with an “X”
- Trees proposed for replanting – Mark with an “O”
- Street names, property lines, building(s) outline, driveway, and/or any other pertinent information

**PHOTOS:** Photos showing the tree and surrounding context are encouraged.

- Tree trunk diameter at 4.5 feet above ground surface showing full width of the trunk
- Tree trunk diameter (diameter = circumference ÷ 3.14) – numeric reading on measuring tape
- Distance between structure and tree, with both ends of measuring tape visible
- Distance measurement - close-up image of numeric reading on the measuring tape
- Additional photos showing full image of the tree (for species identification).

**REPLANTING WAIVER:** Trees approved for removal require replacement unless a Replanting Waiver Application is submitted and is approved.

- See <https://www.portlandoregon.gov/trees/article/735225>

**ACKNOWLEDGEMENT STATEMENT**

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

I certify that the information set forth in this application is 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 other required document, as well as any misleading statements or omissions, may be cause for revocation of the permit or enforcement actions. I certify that I have done my due diligence to determine that I need to submit a tree removal application and understand that the application fee is non-refundable. I have marked the trees for identification.

I agree to comply with Portland’s Tree Code (Title 11; <https://www.portland.gov/code/11>). **I understand that submitting an application does not entitle me to a permit, and I must have 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 and enforcement actions. 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.

If a tree permit is granted, I agree to meet all requirements as outlined in the conditions of the permit. I understand that replanting is a condition of a tree removal permit and that the City Forester may require more than one tree to be planted for each tree removed. I understand that I am responsible for the successful establishment of the replanted 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.

\*Per 11.30.030.E.3, ( <https://www.portland.gov/code/11/30#toc--11-30-030-applications->), for trees that straddle property lines, the owners of all properties where the tree is located shall authorize the application. It is the applicant's responsibility to obtain consent from the adjacent property.

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: \_\_\_\_\_

Adjacent Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If tree straddles property line(s))

