



# Street Tree Removal / Replanting Permit Application

[www.orcity.org/planning/how-remove-and-replace-public-street-tree](http://www.orcity.org/planning/how-remove-and-replace-public-street-tree)

This application is for removal of trees in the public right-of-way.

For private property tree removal, please contact the Planning Division at (503) 722-3789 or refer to the guide on the back of this form to see if you need a permit.

This is a no-fee permit. **Please complete the following application & attach a tree replacement plan.**

<b>PERMIT NUMBER: TREE -</b>		<b>Date:</b> _____
<b>1. Tree Location</b>		<b>2. Property Owner Information</b> <small>check if same</small>
Address: _____		<i>The property owner must sign this form below.</i>
Tax Lot#: _____		Name: _____
Additional Info: _____		Address: _____
		(city) _____ (state) (zip) _____
		Phone: (_____) _____
		Email: _____
<b>3. How many trees will be removed?</b> (attach additional sheets if needed)		
Number _____	Species/Type (if known) _____	DBH (inches) _____
Number _____	Species/Type (if known) _____	DBH (inches) _____
<i>(DBH = Diameter at Breast Height = trunk diameter measured at 4.5 feet above ground)</i>		
<b>4. Reason(s) for Removal (check all that apply)</b>		
Dead	Infrastructure damage	Comments _____
Severe decay/rot	Sidewalk Mobility Hazard*	_____
Pathogen (bacteria/virus)	(lip > ¼ inch or other damage)	_____
Insect infestation	Structural damage to tree	_____
Disease (fungal)	Utilities conflict	_____
	Other (specify) _____	_____
*Please send photos of tree and sidewalk conditions - email to <a href="mailto:planning@orcity.org">planning@orcity.org</a>		
<b>5. Mitigation (Option 1 is preferred. Provide explanation if Option 2 or 3 is chosen)</b>		
<b>Option 1 – Replace min. 1.5" Tree(s) in ROW</b> <ul style="list-style-type: none"> <li>• See <a href="#">Recommended Street Tree List</a></li> <li>• # of Trees _____</li> <li>• Species _____</li> <li>• Have you checked clearance distances?</li> <li>• See back for further details</li> </ul>	<b>Option 2 – Yard Tree</b> <ul style="list-style-type: none"> <li>• Plant or designate a tree in your yard as a public street tree</li> <li>• Complete and Record a <a href="#">Restrictive Covenant</a></li> <li>• See back for further details</li> </ul>	<b>Option 3 – Pay Fee-in-lieu</b> <ul style="list-style-type: none"> <li>• Check <a href="#">fee schedule</a></li> <li>• (fee is based on # of replacement trees)</li> <li>• \$ _____</li> <li>• See back for further details</li> </ul>
<b>Option 1 and 2 - have you attached a Planting Plan?</b> (Please attach a basic site plan indicating the location(s) where the replacement trees will be planted). <i>See Attached Example on next Page</i>		

I agree to comply with City of Oregon City Code [Chapter 12.08 - PUBLIC AND STREET TREES](#), regarding street tree removal and replacement. I agree to hold harmless the City of Oregon City, its agents, officers, and employees for any damage or injury caused by reason of planting, placement, maintenance, or removal of street trees. I understand that as the abutting property owner, I shall be responsible for the maintenance of street trees and planting strips and that I shall be solely liable for any damages. I understand that replanting is a condition of removing street trees and that the City of Oregon City may require greater than 1:1 replacement pursuant to the adopted code. I understand that I am responsible for the successful establishment of the replanted trees.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

**Submit this Application and a Planting Plan to: Oregon City Planning Division, 698 Warner Parrott Rd  
Oregon City, OR 97045. Phone: (503) 722-3789 / Fax (503) 722-3880. Email: [planning@orcity.org](mailto:planning@orcity.org)**

**STAFF USE ONLY BELOW THIS LINE**

**PERMIT APPROVAL BLOCK**

PLANTING DEADLINE: \_\_\_\_\_  
EXTENSIONS: \_\_\_\_\_  
INSTALLED: \_\_\_\_\_  
INSPECTION DATE: \_\_\_\_\_

# Street Tree Removal and Replacement – Step by Step

Oregon City has adopted street standards with minimum planter strip widths to assure adequate planting area for new street trees. Your planter strip may be narrower than our current standard, so, the city has adopted a list which includes a wide variety of acceptable trees sized for the planting area.

Additionally, trees should be planted according to the following accepted steps and standards:

## Option 1 - Replanting Tree in the public right-of-way abutting your property.

1. Determine the number, species and locations of replacement trees, based on the table below.
2. Replacement trees must be a minimum of 1.5” caliper, as measured 6” about the root crown.
3. If you are proposing fee-in-lieu of planting, indicate this on the form.
4. If an arborist report is required, attached the report to this form.
5. Provide a simple site plan indicating the locations of the removed and replaced trees.
6. An arborist report is not required for imminent hazard trees, sidewalk lifts, and invasive tree species.
7. Street trees should be chosen from the City’s recommended street tree list, from another municipality’s street tree list in the metro area, or as recommended by a certified arborist.
8. Submit this fully completed form to the Planning Division. There is no application fee.
9. Permits may be approved at the counter if all information is provided.
10. Root barriers are recommended to provide additional protection from sidewalk and curb damage.
11. Remove / replace the tree(s); or
12. Designate a tree in you yard as a street tree – See Option 2 below; or
13. Pay the required tree mitigation fee – See Option 3 below.
14. Contact the City when the project is complete.
15. Sidewalk Repair requires a separate permit from the Public Works Department. Call (503)657-0891.

	For Trees <u>Not</u> Determined to be Dead, Diseased or Hazardous by a Certified Arborist	For Trees Determined to be Dead, Diseased, or Hazardous by a Certified Arborist, or Sidewalk Mobility Hazard Exists
<i>Diameter of tree to be Removed (Inches of diameter at 4-ft height)</i>	Number of Replacement Trees to be Planted	Number of Replacement Trees to be Planted
Less than 6”	1 Tree	1 Tree
6” to 12”	2 Trees	1 Tree
13” to 18”	3 Trees	1 Tree
19” to 24”	4 Trees	1 Tree
25” to 30”	5 Trees	1 Tree
31” and over	8 Trees	1 Tree

## Option 2 – Designate a Tree in your Front / Side Yard as a Public Street Tree

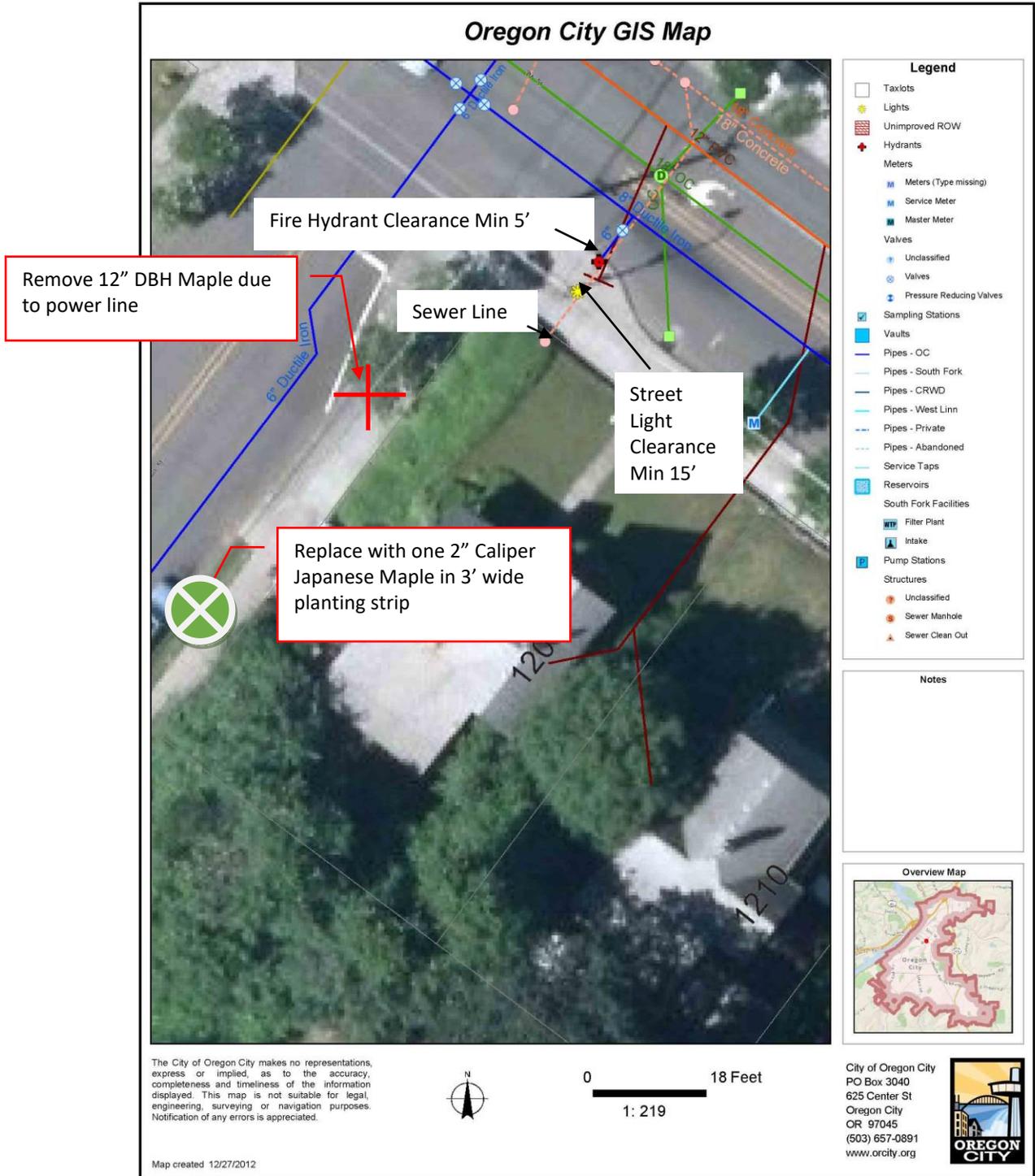
1. Yard trees must be within 10 feet of the public right-of-way in order to qualify as a public street tree.
2. The owner must record a restrictive covenant that allows the city to enforce the public street tree code on private property. This means that if the tree is removed, the current owner is obligated to replace it.
3. Obtain the restrictive covenant from the Planning Division. We will assist you with how to complete and record the covenant with the Clackamas Recorder’s Office.

## Option 3 - Pay Fee in Lieu of Planting.

1. This option is only permitted if Options 1 and 2 are not feasible.
2. Check with the Planning Division for the current fee.

# Example Tree Planting Plan

Please provide a sketch plan for where your trees will be planted  
 Please Note! Streets, sidewalks and planting areas vary – You may download an aerial photo of your property frontage at <https://webmaps.oregoncity.org/>



# Tree Planting Guidelines

- Please assure that the hazardous tree is completely removed to ground level.
- New trees are required to be a minimum of 1.5 inches in caliper, measured 6-inches from the ground, at the time of planting.
- Clearance Distances. Please observe the following clearances when replanting:
  - a. Fifteen feet from streetlights.
  - b. Five feet from fire hydrants.
  - c. Twenty feet from a street intersection.
  - d. At maturity the tree should be pruned to maintain at least 5' clearance from powerlines.
- All trees planted beneath powerlines shall be selected based on what is appropriate for the location. In addition, the tree species shall be approved by the associated franchise powerline utility company.
- You are required to install the replacement trees by the date indicated by staff on the permit approval form. It is best to plant during the fall and winter prior to bud break. Extensions may be granted on case-by-case basis.
- For tips on tree care, go to the "How do I" section of the city website.