



# Tree Removal Certification

(Unincorporated Properties)

Fee: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Intake Staff: \_\_\_\_\_

As provided for in Resolution 19-59, Policies Discouraging Destruction of Natural Resources and Significant Trees Prior to Annexation, this application process allows unincorporated property owners to certify that proposed tree removal would qualify for a Lake Oswego Tree Removal Permit if the property were within the City's boundaries. **This certification process does not constitute a permit granting approval of the tree removal. The property owner is responsible for obtaining any permits that may be required from the County with jurisdiction over the property.**

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
 E-mail (required): \_\_\_\_\_  
 Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Address of Tree Removal Site: \_\_\_\_\_

Are any of the trees in the public right-of-way?  Yes  No

**Number, Size (Trunk Diameter), & Type of Tree(s) to be Removed:** \_\_\_\_\_

Reason for Removal: \_\_\_\_\_

I grant permission to City of Lake Oswego employees to enter the above property to inspect the trees requested for removal. I agree to restrain any dog(s) on inspection day.

\_\_\_\_\_  
 Signature of Property Owner (required)

\_\_\_\_\_  
 Signature of Applicant (required if different)

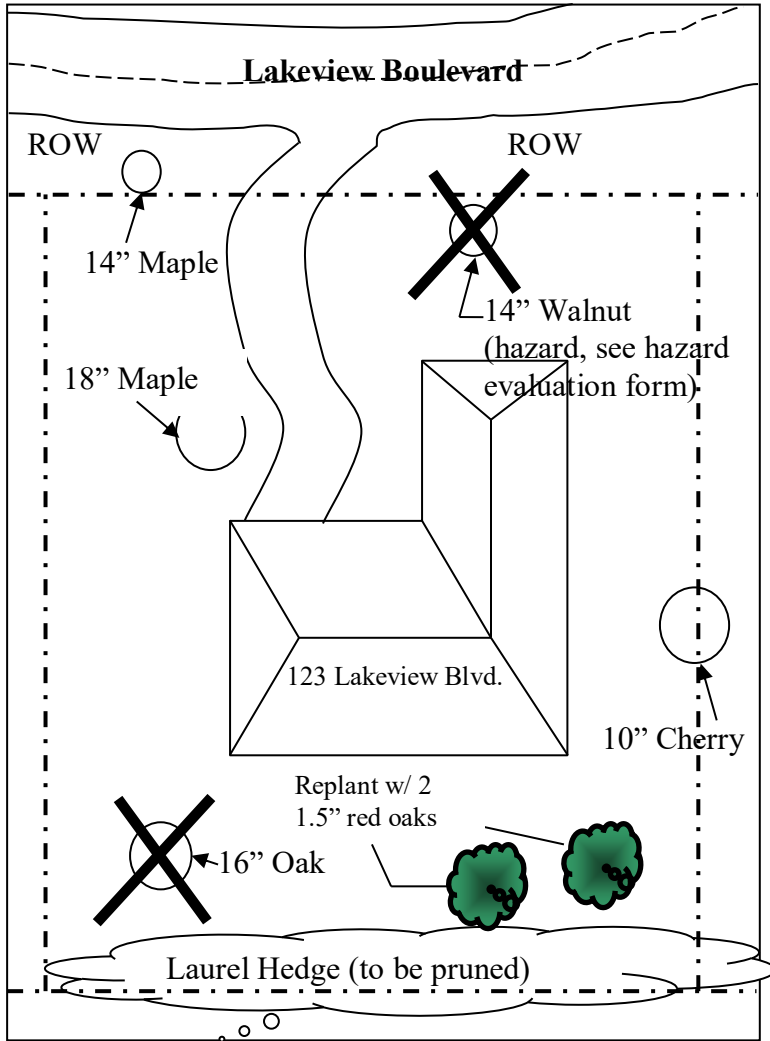
- TYPE I**                      Submit: (1) Site plan (8½ x 11"), (2) Printed photograph of tree(s)
- TYPE II**                      Submit: (1) Site plan (8½ x 11"), (2) Type II Checklist, (3) Landscape plan (if applicable)  
    To Do: (1) Mark tree(s) with ribbon
- DEAD**                         Submit: (1) Site plan (8½ x 11"), (2) Printed photograph of tree(s)  
    Deciduous trees require a site visit by staff between November 1<sup>st</sup> and April 15<sup>th</sup>.  
    To Do: Mark the tree(s) with ribbon **if a site visit is required**
- HAZARDOUS**                Submit: (1) Site plan (8½ x 11"), (2) Printed photograph of tree,  
    (3) Hazard Evaluation Form completed by a Tree Risk Assessor Qualified Arborist  
    To Do: Mark tree(s) with ribbon **if a site visit is required**
- EMERGENCY**                Submit: (1) Site plan (8½ x 11"), (2) Printed photographs of tree(s) and emergency condition
- Invasive**                      Submit (1) Site plan (8½ x 11"), (2) Printed photograph of tree(s) that clearly identify each species of tree to be removed (e.g., overall photo of tree, close ups of leaves, bark or other identifying features – See Invasive Species Identification Guide)

**For City Staff Use Only**

Review Staff:
Recognized Neighborhood Assoc.:
Certification of Tree Removal: <b>Would Qualify for Removal</b> <input type="checkbox"/> <b>Would Not Qualify for Removal</b> <input type="checkbox"/> <b>Withdrawn</b> <input type="checkbox"/>
Certification Date: _____ (Save completed application in <a href="#">Planning Staff Resources/Trees/County Tree Removal Certifications</a> )

## SITE PLAN EXAMPLE FOR TREE REMOVAL CERTIFICATION

A site plan is required as part of your tree removal certification request. The site plan must be on 8.5" x 11" size paper.



### ITEMS TO INCLUDE ON YOUR SITE PLAN:

- Your **property lines**
- Address** of the Tree Removal Site
- Public **Right Of Way** (Include Street Name)
- House or other **Structures** (Mark "Vacant" if none)
- Creeks, Streams, or Lakes** that run through or border property
- Location, Diameter Size and Type of Trees** proposed for removal; **mark trees** to be removed with an "X"

The site plan may be hand-drawn or you can print out a site plan using LOMaps at the following link: [www.lakeoswego.city/LOMap](http://www.lakeoswego.city/LOMap). In LOMaps, type your address in the search box in the upper right side of the screen or use the zoom tool to zoom in on your property. Once you have zoomed in on your property, click on "T" for tools at the top of the screen and select "print."

Staff Review Comments: \_\_\_\_\_

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