



# Tree Removal Application

**Permit No.** \_\_\_\_\_  
**Fee:** \_\_\_\_\_  
**Records Fee:** \_\_\_\_\_  
 (Type II & Verification Only)  
**Date:** \_\_\_\_\_  
**Intake Staff:** \_\_\_\_\_

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

City Authorization to apply

**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)

\_\_\_\_\_  
Signature of Abutting Property Owner (if tree is on property line)

\_\_\_\_\_  
Address of Abutting Owner

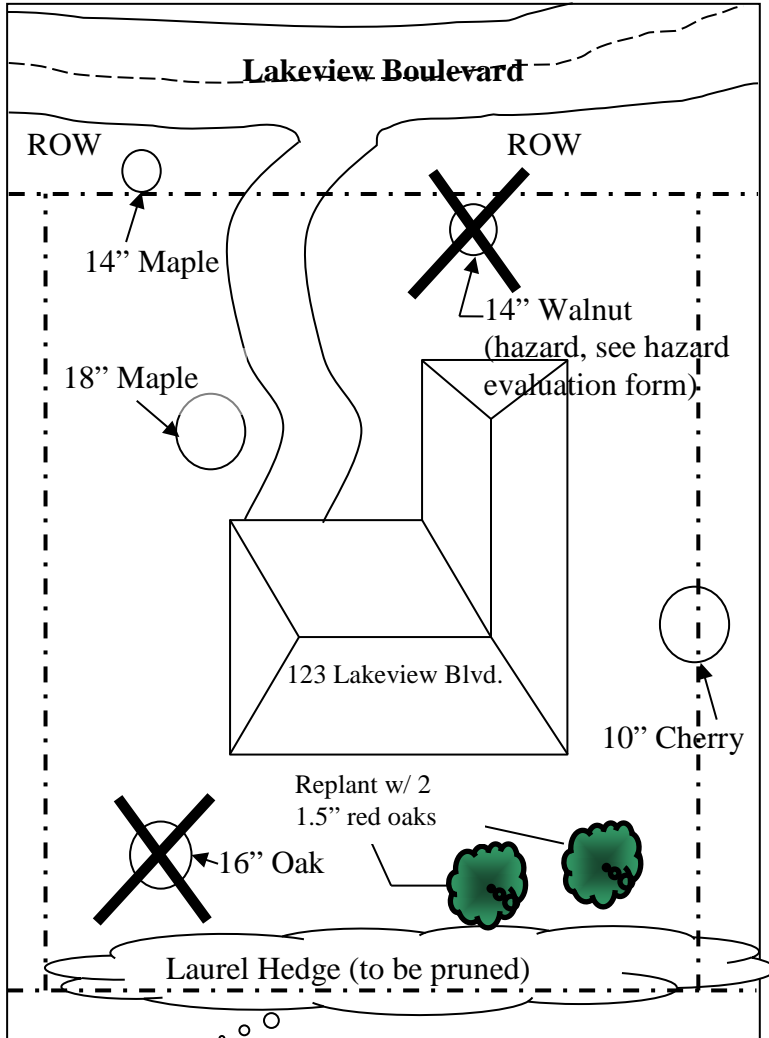
- TYPE I**                      Submit: Site plan (8½ x 11")
- TYPE II**                      Submit: (1) Site plan (8½ x 11"), (2) Checklist, (3) Mitigation plan, (4) Landscape plan (if applicable)  
    To Do: (1) Mark tree(s) with yellow ribbon, (2) Post sign, (3) Stake building envelope & driveways if new construction is proposed
- 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 yellow 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 yellow ribbon **if a site visit is required**
- EMERGENCY**                      Submit: (1) Site plan (8½ x 11"), (2) Printed photographs of tree and emergency condition
- VERIFICATION**                      Submit: (1) Site plan (8½ x 11"), (2) Mitigation plan  
    To Do: (1) Mark tree(s) with yellow ribbon, (2) Stake building envelope & driveways

**For City Staff Use Only**

Review Staff:	Planning or Bldg. File #	End of Comment Period:
Recognized Neighborhood Assoc.:		End of Appeal Period:
Application: <b>Approved</b> <input type="checkbox"/> <b>Denied</b> <input type="checkbox"/> <b>Withdrawn</b> <input type="checkbox"/>		Permit Expiration Date:
Approved Mitigation: _____		
Mitigation deadline (if different than permit expiration date): _____		

# SITE PLAN EXAMPLE FOR A TREE REMOVAL APPLICATION

A site plan is required as part of your tree removal 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 Lake** that run through or border property
- Location, Diameter Size and Type of Trees** proposed for removal; **mark trees** to be removed with an "X"
- Proposed replacement** trees for TYPE II tree permits [1:1 minimum required, 1.5" minimum caliper size for deciduous trees, 6-ft. minimum height for evergreens]

**Mitigation trees are required for ALL Type II and Verification tree removal permits. The mitigation trees will be a condition of approval for a tree removal permit.**

***Within 24 hours of submitting your application, mark the tree(s) with yellow ribbon, post the sign, and stake building corners (if new construction is proposed). If trees are not marked or the sign is not posted as required, the comment period may be restarted.***

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

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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Pending Type II Tree Removal Application  
City of Lake Oswego  
PUBLIC NOTICE

Notice Date: \_\_\_\_\_

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I, \_\_\_\_\_ do certify that I am, or I represent, the party  
*Print your name*  
requesting a permit to cut \_\_\_\_\_  
*Size, number, and type of trees to be removed*  
trees on property located at \_\_\_\_\_.  
*Address or location*

Pursuant to LOC 55.02.082, this notice has been prepared to notify the City recognized neighborhood association of the pending application. **I will mark the proposed trees with yellow tagging tape, stake the building corners and driveways (if applicable), and post a public notice sign on the subject property along the frontage of the nearest public street, prior to your receipt of this notice.** I understand that I am responsible for maintaining the notice and marking during the entire 14-day comment period.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Recognized Neighborhood Association

City of Lake Oswego Planning and Building Services Department 503-635-0290.  
To comment on a type II tree application visit [www.lakeoswego.city/typeii](http://www.lakeoswego.city/typeii) or e-mail: [trees@lakeoswego.city](mailto:trees@lakeoswego.city)



# **TYPE II APPLICATION CHECKLIST**

## **Criteria for Issuance of a Type II Tree Cutting Permit LOC 55.02.080**

A Type II permit may only be approved if your application complies with all of the criteria in [LOC 55.02.080](#). This checklist will assist you. City staff will review the application information and any comments received, visit the site, and then make a tentative decision. If more information is needed after the comment period has started, staff may then be required to restart the comment period, which will delay the initial decision. Please make sure to include all information and evidence to avoid this possibility.

The City’s Interactive Map can be used to create the required site plan (<https://www.lakeoswego.city/lomap>).

### **1. REASON FOR REMOVAL [LOC 55.02.080(1)]**

**Reason for Removal:**    Outgrown Landscape Area    Landscape Plan/Improvement    Development  
(check all that apply and provide additional information below or on a separate page if necessary)

Tree No.	Species*	Inches in Diameter	Tree Condition (Good, Fair, Poor)	Describe Reason for Removal (attach landscape plan and/or site plan for proposed development, as applicable)

\*Don’t know the tree species? Enter “unknown deciduous” or “unknown evergreen” and staff will attempt to identify the species at the site visit. Note: If a tree is an invasive species, use an [“invasive tree removal application”](#) for removal.

### **2. EROSION, SURFACE WATER, AND WINDBREAK IMPACTS [LOC 55.02.080(2)]**

**Considering proposed mitigation measures, will removal have a significant negative impact on erosion, soil stability, flow of surface waters, protection of adjacent trees, or existing windbreaks?**    Yes    No

Please explain your answer (e.g., describe site topography, presence of surface waters, and whether the tree removal would expose nearby trees to wind throw):

**3. NEIGHBORHOOD CHARACTER OR AESTHETICS IMPACTS [LOC 55.02.080(3)]**

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**Of the trees listed in Section 1 that are greater than 15” diameter, and in good or fair health, and are not invasive species, are any of those trees significant to the neighborhood due to size, species or distinctive character?**  Yes  No

Please explain your answer (e.g., is the tree one of the biggest in the neighborhood, is it an unusual or rare species, is the tree unique in appearance and distinctive in the neighborhood, etc.):

**Is the tree(s) proposed for removal the only remaining tree(s) on the property?**  Yes  No

**Will the proposed tree removal alter distinctive features or the neighborhood skyline?**  Yes  No

Please explain your answer (e.g., is the tree prominently visible from areas within 300’ of the site, will the tree removal create a significant change/gap to the treed skyline; photographs are strongly encouraged):

**Do any of the trees proposed for removal provide a visual screen between dissimilar zoning districts, for example between a residential and commercial zone?**  Yes  No

Provide additional details, as needed, below:

**Are any trees proposed for removal located in a public right of way?**  Yes  No

Note: The right-of-way is to the lot lines, not just the edge of the traveled area of the street/alley.

**Is more than 50% of a “stand” of tree proposed for removal? A “stand” is a group of trees that forms a visual and biological unit at least 15 feet in height with a contiguous crown width of at least 120 feet.**

Yes  No

Please explain your answer and describe the measurement methodology used to make this determination:

**EXCEPTIONS TO LOC 55.02.080(3)**

**If you checked “yes” for any of the questions under Section 3, above, you are required to complete the Exceptions Section, below; if you answered “no” to all questions under Section 3, you may elect to skip to Section 4 or you can also address an Exception as an alternative argument for removal (in case the review body disagrees).**

**Are any trees likely to or will continue to cause damage to a permanent, viable existing structure, or to infrastructure (e.g., utilities or paved landscape features, etc.)?**  Yes  No

Please explain your answer and attach evidence, such as photographs, arborist report, letter from structural engineer, or other relevant information if such damage is not visible and it is not clear that the damage is being caused by the tree:

If yes, can the damage be remedied through reasonable maintenance or pruning?  Yes  No

Please explain your answer and attach evidence, such as an arborist report:

Have reasonable alternatives to the tree removal been considered, such as alternative site plans or placement of structures or alternate landscaping designs that would lessen the impact on trees (the alternatives must continue to comply with other provisions of the Lake Oswego Code)?  Yes  No

Please explain your answer and attach any alternative plans considered and describe why they cannot be used:

#### **4. VIEW ENHANCEMENT [LOC 55.02.080(4)]**

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Is the proposed tree removal for the sole purpose of providing or enhancing views?  Yes  No

#### **5. COMPLIANCE WITH OTHER CODE SECTIONS [LOC 55.02.080(5)]**

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Is the proposed tree removal contrary to another section of the Lake Oswego Code (e.g., Sensitive Lands requirement (LOC 50.05.010), prior condition of approval)?  Yes  No

If yes, please list code section and reasons:

#### **6. MITIGATION [LOC 55.02.080(6) PURSUANT TO LOC 55.02.084]**

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Replacement trees are required for each tree removed. Minimum mitigation size: 1.5 inch caliper for deciduous and 6 feet tall for evergreen. The mitigation plan must be approved prior to permit issuance and those trees will be inspected in the field. Indicate if any of the following apply:

- Native trees on the City's Master Plant List are proposed for removal. If so, mitigation trees must also be a native species.
- "Significant" trees (per Section 3 above) are proposed for removal for development purposes. If so, two mitigation trees are required for each significant tree removed.
- Removal is for the landscaping purpose of thinning to improve the health of other trees. If so, mitigation shall be reduced to the extent there is insufficient space to replant elsewhere on the site and maintain tree health. Please explain below.
- There is insufficient space to plant one or more mitigation trees on-site. I request that staff verify this and allow replanting off-site on another property I own or to pay a fee into the Tree Fund in lieu of planting. Please explain below.

**List the proposed mitigation tree(s) species and show their locations, sizes, and species on the site plan.**