



# TREE PROTECTION PLAN APPLICATION

**(Demolition & Plumbing Permits Only)**

TP#: 499-_____
Application fee paid: YES NO
Sensitive Lands District: YES NO
<b>City Staff</b>

- **Inspection and Plan approval is required** prior to issuance of a demolition or plumbing permit and prior to start of work.
- **Questions about fence locations? (Demolition only)** Request a pre-inspection site meeting to discuss fence locations and other protection measures by emailing [trees@lakeoswego.city](mailto:trees@lakeoswego.city).

Site Address: \_\_\_\_\_

<u>Applicant</u>	<u>Owner</u>
Name: _____	Name: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

**Arborist/Contact Person:**

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

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

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

**NOTE:**  
Additional Information about tree protection measures and the permitting process is available upon request.

**Submit a site plan sketch/aerial showing:**

- |   |                                       |
|---|---------------------------------------|
| - Tree protection zones (demolition only) | - Tree protection measures proposed   |
| - Arborist report (demolition only)       | - Utility locations for work proposed |
| - Tree locations (6" dbh trunk or larger) | - Limits of site grading              |

**By signing this application, I agree to:**

- Wait to start work** on the property until I receive Planning Division approval of a site inspection and the Tree Protection Plan. I will not clear, grade, excavate or demolish a site improvement on the property unless it is allowed by LOC 55.08;
- Comply with the conditions of the Tree Protection Plan;**
- Consent to City staff site inspections to ensure compliance with the approved Protection Plan.**

The approval granted hereby, or any inspections conducted on the site hereafter, shall not be construed as authorizing any activity in violation of any applicable federal or state law or regulation, including but not limited to the federal Endangered Species Act and its regulations. If the applicant is not the Owner, I have the Owner's authority to agree to the statements above.

\_\_\_\_\_  
Owner/Applicant Signature
Date

<b>CITY STAFF</b>	Approved By: _____
Inspection Date(s): _____	Approval Date: _____

# Tree & Plumbing Application Process

*Exterior Work Only: Required for plumbing permits where exterior utility trenching/boring is proposed to install or repair water, waste water and stormwater lines.*

## Step 1 - Avoid Tree Damage/Injury

A Tree Protection plan is issued prior to the plumbing permit

**Do not excavate until the Tree Protection plan is received**



## Step 2 - Submit Applications to Planning

- Plumbing application (payment at permit issuance)
- Tree Protection application (payment at submittal or by phone if emailed)
- Site map with trenching/boring location(s)

to

**trees@lakeoswego.city**

or

**Planning Division** (City Hall, 3rd floor)

During walk-in Planning counter hours - Ph. 503-635-0290



## Step 3 - Schedule Tree Protection Inspection

Tree Protection inspection scheduling:

Ph. 503-635-0290



## Step 4 - Receive Plumbing Permit

Planning inspector will give the plumbing application to the  
**Building Division** for processing and issuance



**Tree protection questions?**

Please email [trees@lakeoswego.city](mailto:trees@lakeoswego.city) or call (503) 635-0290



## TREE PROTECTION PROCEDURES & INFORMATION (also, for Sensitive Lands District protection)

***Email [trees@lakeoswego.city](mailto:trees@lakeoswego.city) or Phone 503-635-0290 to schedule a site visit consultation or a tree protection inspection.***

1. **Inspection Required:**
  - a. **Prior to any development activities (unless a pre-construction activity listed below); and,**
  - b. **Prior to issuance of a building, demolition and plumbing permit or a Notice to proceed.**

**Fencing and other protection measures must be installed, inspected, and approved before beginning development.**
2. **Site consultation available:** An applicant may schedule to meet on the property with an inspector to discuss tree protection measures prior to installing tree protection fencing. The meeting should include a certified arborist and the excavation contractor;
3. **Pre-construction activities:** Limited activities may occur prior to the issuance of a Tree Protection plan if a certified arborist is present to avoid tree damage or injury. Examples: exploratory excavation by hand to locate tree roots; and, the cutting of understory vegetation to install tree protection and erosion control measures;
4. **Tree protection zone – determining the fence locations.**
  - a. Find the drip-line of the tree canopy;
  - b. Determine the protection radius of the tree; measure the trunk diameter 4.5’ from the ground and extend out 1’ of protection radius for each 1” of trunk diameter; and,
  - c. Mark the location (drip-line or protection radius) that is the greater distance from the trunk;
5. **Arborist report:** A report from a certified arborist is required if protection fencing cannot be installed at the edge of a tree protection zone as described in #4 above. The report shall provide the following information for each tree with a modified tree protection zone:
  - a. Assess the existing trees (species, health, etc.) on site and with canopies overhanging the property;
  - b. Review the proposed construction (distance from trunk; excavation depth; soil compaction; hydrologic changes; light changes, etc.); and,
  - c. Describe the tree protection measures needed before and during the proposed construction to protect the health and viability of the trees affected by the construction.
6. **Fencing minimum requirements:**
  - a. Height: Provide a minimum 4-foot high metal fence i.e. chain-link, chain-link panels, or heavy gage wire.
  - b. Posts, spacing and panels: Place fence posts no more than 8 feet apart.
    - i. Fence panel bases must be anchored with rebar or metal posts buried 2’ or more.
  - c. Flush with grade: Install fencing flush with the initial undisturbed grade of the protection zone.
  - d. Signs: Attach a City approved sign to every 3rd fence panel/section (*sign template attached*).
  - e. Maintenance: Maintain protection fencing in good effective condition at the inspected location. Repair damaged fencing prior to resuming work in the area.
  - f. Removal: Remove fencing only after: installation of utilities and stormwater improvements; construction of driveway/parking areas; and completion of exterior building walls.
7. **Sensitive lands district and open space:** Install protection fencing at resource boundaries of streams and wetlands and at the edge of open space tracts which are on, or adjacent to the development area.
  - a. Surveyor Statement: Provide a statement from a licensed surveyor confirming the boundary of the stream or wetland was surveyed and staked for placement of the protection fencing.



**STOP! *Pare!***

**DO NOT MOVE THIS FENCE**

***No se mueve esta valla***

**VEGETATION/TREE PROTECTION ZONE**

**Moving a fence without City approval will result in a fine**

**Contact the Code Enforcement Specialist at (503) 635-0290 for additional information**