



**TREE PROTECTION PLAN APPLICATION**  
 (also, Sensitive Lands District protection application)

Submit completed application to [trees@lakeoswego.city](mailto:trees@lakeoswego.city) or to  
 Planning Division (2<sup>nd</sup> floor City Hall)

TP#: 499- \_\_\_\_\_

Application fee paid: YES NO

Sensitive Lands District: YES NO  
 City Staff

- A Tree Protection plan is required prior to receiving a Demolition; Building; or Street Opening permit.
- Questions or schedule a Pre-inspection? Request a consultation site meeting to discuss protection measures by emailing [codeenforcement@lakeoswego.city](mailto:codeenforcement@lakeoswego.city).

<b>SITE ADDRESS:</b> _____	Land Use Approval No.: LU _____
Tree Removal Application No.: 499-	Building Permit No.: 499-

<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 Tree Protection information such as protection measures and the permitting process is available at <http://www.ci.oswego.or.us/trees> or by calling (503) 635-0290.

**Submit a site plan drawn to scale showing:**

- |                                                |                                                            |
|------------------------------------------------|------------------------------------------------------------|
| - Building site plan & Development Area plan;  | - Fence locations with distance from trunk face;           |
| - Tree Protection Zone (TPZ) boundaries;       | - Other protection measures proposed;                      |
| - Certified Arborist report (for work in TPZ); | - Utility locations (existing & proposed);                 |
| - Tree locations (6" dbh trunk or larger);     | - Limits of site grading;                                  |
| - Trees to be removed;                         | - Parking (including construction parking)/paved surfaces; |

**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; and,**
- 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.

\_\_\_\_\_ Date

**Owner/Applicant Signature**

<i>City Staff</i>	Approved By: _____
Inspection Date(s): _____	Approval Date: _____



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

Email [codeenforcement@lakeoswego.city](mailto:codeenforcement@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 a meeting at 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 information provided on the “Arborist Report – Information & Inspections Required” document for each tree with a modified tree protection zone.
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 required open space tracts/easements:** Install protection fencing at resource boundaries of streams and wetlands and at the edge of open space tracts/easements which are on, or adjacent to the development area.
  - a. Surveyor Statement: Provide a statement from a licensed surveyor confirming the boundary of the sensitive land resource (stream or wetland) was surveyed and staked for placement of the protection fencing.

# Tree & Building Application Process

## Step 1 - Avoid Tree Damage/Injury

A Tree Protection plan is required prior to receiving a building permit or starting road/utility work.

**Do not excavate, stage equipment, remove trees or other site work until the Building permit is issued.**



## Step 2 - Submit Applications

[trees@lakeoswego.com](mailto:trees@lakeoswego.com) or City Hall 2nd floor\*

Ph. 503-635-0290

\*Applications accepted during walk-in counter hours only

### Planning Division receives:

- Tree Removal and Tree Protection applications

### Building Division receives:

- Building & Demolition applications



## Step 3 - Schedule Tree Protection Inspection

Tree Protection consultation and inspection scheduling at:

[codeenforcement@lakeoswego.city](mailto:codeenforcement@lakeoswego.city) or Ph. 503-635-0290



## Step 4 - Receive Permits

Building Division will contact the applicant when Building or Demolition permits are issued;

Planning Division will email the applicant Tree Removal permits & the Tree Protection plan



## Tree Protection Questions?

Email [codeenforcement@lakeoswego.city](mailto:codeenforcement@lakeoswego.city) or call (503) 635-0290