



# 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

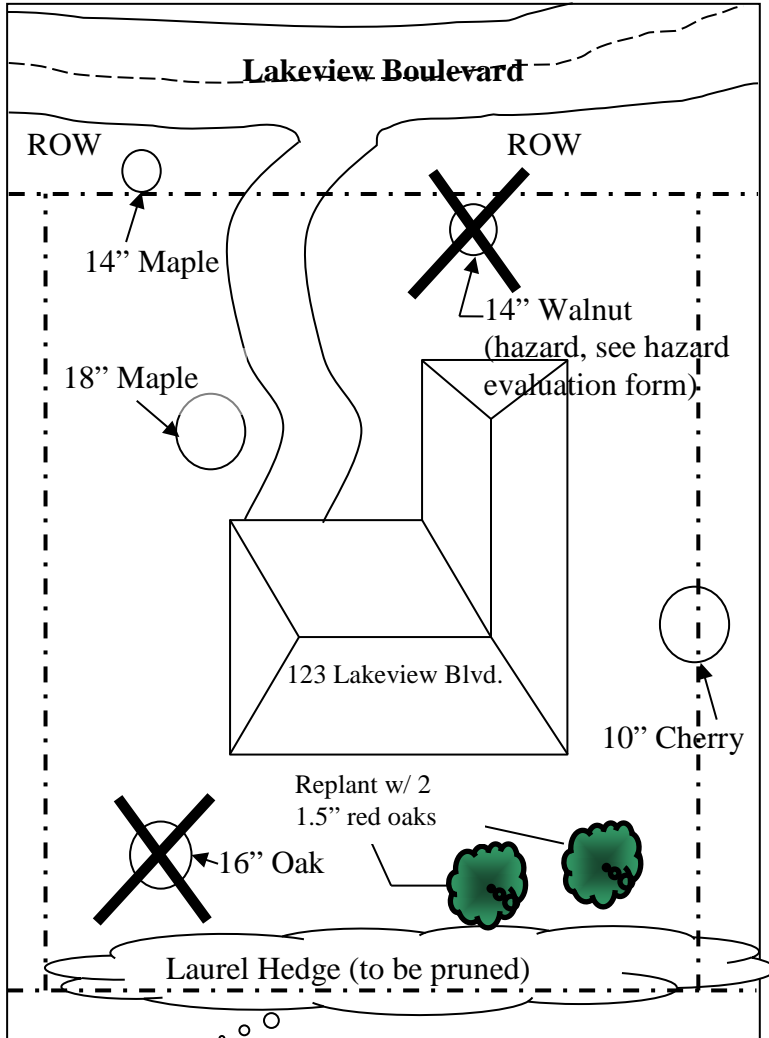
- TYPE I**                      Submit: Site plan (8½ x 11")
- TYPE II**                      Submit: (1) Site plan (8½ x 11"), (2) Checklist, (3) Mitigation plan, (4) Landscape plan (if applicable)  
                                          To Do: (1) Mark tree(s) with yellow ribbon, (2) Post sign, (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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