



Type B Tree Removal Application

Removal of Street Trees

Tree removal may not occur until permit approval. Once replanted, a photo must be submitted to planninginfo@happyvalleyor.gov. Staff may go onsite prior to closing the permit. The Planning Division may be reached at 503.783.3800, Monday-Friday from 8am-5pm.

Address of Tree Removal: _____

Number of Trees Proposed for Removal

On Private Property: _____ Street Trees/Public Property: _____ HOA/Tract: _____

Name of Related Land Division or Design Review Project: _____

Applicant(s):

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Arborist Name: _____ Arborist Email: _____

Contractor (If Applicable):

Name: _____

Happy Valley Business License Number: _____ Metro Business License Number: _____

Mailing Address: _____

Phone: _____ Email: _____

Submittal Requirements

- A tree removal plan including:
 - Diameter of tree(s) (measured 4.5 feet from grade) and height
 - Location of steep areas, drainage ways, wetlands and surface water features
 - A grading plan of existing and proposed in two-foot contours if grading is proposed
 - Location of each tree proposed to be removed with an associated identification number (1, 2, etc.)
 - Location of temporary fencing/markings to protect vegetation and any erosion control measures
 - Pictures
- A tree planting plan including:
 - Location of trees proposed to be planted
 - Species and size of trees proposed to be planted

Submission of an application authorizes review and grants city representatives access to the property to verify the information provided, to observe site conditions, and the terms and conditions of the permit have been followed.

What Would You Like to Remove

Identify each tree you would like to remove. Trees smaller than 6 inches in diameter (measured 4.5 feet from the ground) do not need to apply for this permit unless they are located in environmentally sensitive areas, public property, planter strip, or required from a past permit. Environmentally sensitive areas may be verified [online](#) by clicking on "Natural Resources Overlay" and Steep Slopes Overlay".

Tree	Location <i>Where is each tree located? Check all that apply.</i>	Size (Inches) <i>4.5' from the Ground</i>	Reason for Removal <i>Not all trees within the city may be removed. Please identify how the trees proposed for removal qualify.</i>
1	<input type="checkbox"/> Street/Planter Strip <input type="checkbox"/> Open Space/HOA <input type="checkbox"/> Steep Slopes or Natural Resources Overlay		<input type="checkbox"/> Diseased, damaged, in danger of falling, or presents a hazard to people or adjacent property. Certified Arborist confirmation required. <input type="checkbox"/> Construction or other approved site improvement with no alternative. <input type="checkbox"/> Safe access to utility service, utility drainage or right-of-way. <input type="checkbox"/> Creation or preservation of a view corridor. <i>Include pictures.</i> <input type="checkbox"/> Street tree lifting the sidewalk ¼" or more. Amount of Lift: _____ Picture with measuring tape required.
2	<input type="checkbox"/> Street/Planter Strip <input type="checkbox"/> Open Space/HOA <input type="checkbox"/> Steep Slopes or Natural Resources Overlay		<input type="checkbox"/> Diseased, damaged, in danger of falling, or presents a hazard to people or adjacent property. Certified Arborist confirmation required. <input type="checkbox"/> Construction or other approved site improvement with no alternative. <input type="checkbox"/> Safe access to utility service, utility drainage or right-of-way. <input type="checkbox"/> Creation or preservation of a view corridor. <i>Include pictures.</i> <input type="checkbox"/> Street tree lifting the sidewalk ¼" or more. Amount of Lift: _____ Picture with measuring tape required.
3	<input type="checkbox"/> Street/Planter Strip <input type="checkbox"/> Open Space/HOA <input type="checkbox"/> Steep Slopes or Natural Resources Overlay		<input type="checkbox"/> Diseased, damaged, in danger of falling, or presents a hazard to people or adjacent property. Certified Arborist confirmation required. <input type="checkbox"/> Construction or other approved site improvement with no alternative. <input type="checkbox"/> Safe access to utility service, utility drainage or right-of-way. <input type="checkbox"/> Creation or preservation of a view corridor. <i>Include pictures.</i> <input type="checkbox"/> Street tree lifting the sidewalk ¼" or more. Amount of Lift: _____ Picture with measuring tape required.
4	<input type="checkbox"/> Street/Planter Strip <input type="checkbox"/> Open Space/HOA <input type="checkbox"/> Steep Slopes or Natural Resources Overlay		<input type="checkbox"/> Diseased, damaged, in danger of falling, or presents a hazard to people or adjacent property. Certified Arborist confirmation required. <input type="checkbox"/> Construction or other approved site improvement with no alternative. <input type="checkbox"/> Safe access to utility service, utility drainage or right-of-way. <input type="checkbox"/> Creation or preservation of a view corridor. <i>Include pictures.</i> <input type="checkbox"/> Street tree lifting the sidewalk ¼" or more. Amount of Lift: _____ Picture with measuring tape required.
5	<input type="checkbox"/> Street/Planter Strip <input type="checkbox"/> Open Space/HOA <input type="checkbox"/> Steep Slopes or Natural Resources Overlay		<input type="checkbox"/> Diseased, damaged, in danger of falling, or presents a hazard to people or adjacent property. Certified Arborist confirmation required. <input type="checkbox"/> Construction or other approved site improvement with no alternative. <input type="checkbox"/> Safe access to utility service, utility drainage or right-of-way. <input type="checkbox"/> Creation or preservation of a view corridor. <i>Include pictures.</i> <input type="checkbox"/> Street tree lifting the sidewalk ¼" or more. Amount of Lift: _____ Picture with measuring tape required.

Add a supplemental sheet if needed.

Determine the Number of Replacement Trees Required

Trees removed generally must be replaced. Use the guide below to determine how many trees need to be replanted.

	Diameter of Tree to be Removed Measured 4.5 feet off the Ground	Number of Trees Required to Be Planted for Each Tree Removed	Number of Replacement Trees Required
Trees in the Street/Planter Strip (Right-of-Way)	Hazard (dangerous, diseased or dying/dead) in the Right-of-Way	1	# of Trees _____ x 1 = _____
	Less than 6" in the Right-of-Way	1	# of Trees _____ x 1 = _____
	6" - 12"	5	# of Trees _____ x 5 = _____
	13" - 18"	8	# of Trees _____ x 8 = _____
	19" and Over	1 per every 2" of DBH removed per tree	Tree Size _____ = _____ Tree Size _____ = _____ Tree Size _____ = _____ Tree Size _____ = _____
Total Replacement Trees Required:			_____

Replanting Plan: Trees in the Right-of-Way

Street trees in planter strips or elsewhere in the right-of-way require replacement in the right-of-way or contribution to the City's tree bank if the trees cannot fit in the right-of-way.

Number of Trees Proposed to Be Planted in the Right-of-Way: _____

The species must be identified on the City's approved [Street Tree List](#) for the width of the landscaping strip (the area between the curb and sidewalk). Alternate tree species may be approved by the City. Larger plantings must include a variety of species. All trees planted beneath powerlines shall be selected from the associated list and approved by the associated franchise powerline utility company (generally PGE). PGE may be reached at 503-323-6700 or service.coordinators@pgn.com. If a diversity of tree species is not available in the diameters required, exceptions may be granted for diversity by the Public Works Director or designee;

8-24 Trees: No more than 40 percent can be of one genus

25+ Trees: No more than 25 percent can be of one genus

All replacement trees shall be at least 1.25 inches at 4.5 feet in height (DBH) unless in a natural resource area which allows bareroot planting.

Species Proposed: _____ Size: _____ Quantity: _____

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Replacement trees are required to be planted near the location of the tree removal. However, the planting location must meet the following:

Minimum Spacing:

35' from a Street Corner (Measured from the Curb)

5' from a Driveway

5' from a Sign

3' from a Utility Box

10' from a Utility Pole

10' from a Fire Hydrant

Maximum Spacing:

30' from another Street Tree

Will the Trees Meet the Above Spacing Standards? Yes No

Spacing Exception Requested? Yes No Number of Trees Requested for Exception: _____

Identify the Spacing Requested and the Details: _____

Will the Utilities be Located Underground within the Planter Strip Prior to Digging (Required)? Yes No

Will the Planted Tree be Guyed or Supported in an Upright Position per the National Arborist Association and Fastened to Avoid Injury and Ensure Public Safety (Required)? Yes No

Will the Trees be Planted Midway between Curb and Sidewalk (Required)? Yes No

Will the Trees be Planted per the Required [Street Tree Planting Detail](#)? Yes No

Will a majority of the Planter Strip be Planted with Grass, Shrubs and Groundcover (at maturity), Turf, and/or Decorative Rock? Yes No

Type Proposed? Grass Plants/Groundcover Turf Decorative Rock

Root barriers shall be installed according to the manufacturer's specifications [and city requirements](#) when a planter strip or median is planted within five feet of any hard surface or paving or utility box, or as otherwise required by the City.

Type of Root Barrier Proposed: _____

A picture of the root barrier in place is required in order to close the permit.

Street trees shall be guyed or supported for a maximum period of two years in a manner consistent with the City's Engineering Design and Standard Details Manual.

Will each tree be guyed or supported? Yes No

All installations shall be in accordance with the City's planting details found at the end of this form.

Yes, I will comply with planting details

Replanting Plan: Contribution to the City's Tree Bank

If the replacement trees cannot fit onsite, you may contribute to the City's Tree Bank. The money is used to fund urban forestry projects throughout the City.

Number of Trees Proposed to go to the Tree Bank: _____

Total Cost: # of Trees _____ x \$277 per tree = _____

Note fees change every July 1st

Compliance with State and Federal Wildlife Protection Laws

All tree removal must abide by State and Federal wildlife protection laws, such as the Clean Water Act, the Endangered Species Act and the Migratory Bird Treaty Act. An example includes a bird survey and a specialist onsite during tree removal between February 1st and July 31st.

Yes, I will comply with the laws

Date of Replanting

It is best to plant during the fall and winter prior to bud break. Once replanted, please email a photo to planninginfo@happyvalleyor.gov. Staff may go onsite to verify prior to closing the permit.

Planting Proposed to be Completed by: _____

Will Removal Require Blocking the Street and/or Sidewalk?

If any travel lanes will need to be blocked for any period of time or damaged sidewalk panels need replacing, an additional Type 1 [Right-of-Way Permit](#) will need to be obtained from the Engineering Division by using the on-line permitting system HVWorks.com. Please note: If a contractor is performing the work they must be licensed and bonded per Happy Valley Municipal Code 5.04.030, 12.04.100, 12.05.150 and 16.50.080. All signage and traffic control methods must meet the Manual of Uniform Traffic Control Devices Requirements.

Will any travel lanes or sidewalks be blocked for the removal to occur? Yes No

Is the sidewalk damaged and needing to be replaced? Yes No

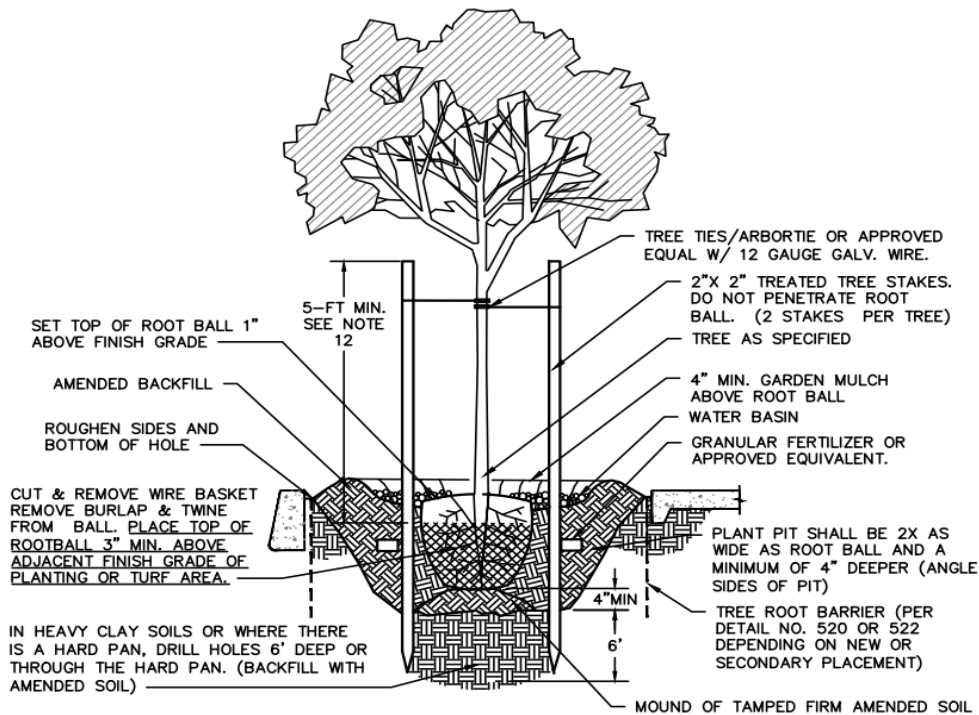
City Decision

File Number: _____

Planning Division Approval? Yes No Date: _____ Signature: _____

Approval Process

1. Obtain an underground location of utilities by calling 811 or submitting an [online request](#) for the locations you will be digging.
2. Submit an application to the Planning Division at the City.
3. If approved, complete required planting and/or fee by the date of approval and send Planninginfo@happyvalleyor.gov a pictures of:
 - ✓ The root barrier in the ground
 - ✓ The planted tree
 - ✓ The tree trunk with a tape measure next to it
 - ✓ The tree species tag
4. Staff will stop by and check the planting before closing out the permit.



NOTES:

1. B&B STOCK MAY BE SUBSTITUTED WITH CONTAINER STOCK OF EQUAL GRADE.
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3. PLANT MATERIAL SHALL CONFORM WITH AMERICAN STANDARD FOR NURSERY STOCK, ANSI Z60.1, 2014 EDITION.
4. ALL TREES SHALL BE BRANCHED.
5. IN THE EVENT OF A DISCREPANCY BETWEEN THE PLANT LISTING AND THE DRAWINGS, THE PLANT LISTING SHALL GOVERN THE PLANT SPECIES AND QUANTITIES REQUIRED.
6. IN THE EVENT OF QUESTION OR LACK OF CLARITY ON DRAWINGS, LANDSCAPE CONTRACTOR IS TO CALL PROJECT MANAGER BEFORE PROCEEDING.
7. LANDSCAPE CONTRACTOR TO VERIFY PLANT MATERIAL SPECIES AND QUANTITIES WITH PROJECT MANAGER PRIOR TO PLANTING.
8. REFER TO PLANS AND CITY OF HAPPY VALLEY DEVELOPMENT STANDARDS FOR LANDSCAPING REQUIREMENTS INCLUDING TREE PLACEMENT, TOPSOIL AND PLANTING SPECIFICATIONS.
9. WATER TREE IN AT PLANTING AND DURING THE MAINTENANCE PERIOD IS REQUIRED.
10. TREE STAKES ARE TO BE REMOVED ONCE THE TREE HAS BEEN STABILIZED AND PRIOR TO FINAL WARRANTY INSPECTION/PROJECT ACCEPTANCE.
11. TREE STAKES ARE REQUIRED TO BE A MINIMUM OF 6- FEET FOR OAK TREES.