



## City Staff Application for Removal of Significant Public Trees

*Please complete this packet and attach all required application materials. If any section of the application form is incomplete, the application will be returned.*

*This section to be completed by staff only:*

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_ Associated Permit #: \_\_\_\_\_

☐ Tree Removal Subject to Public Tree Removal Policy ☐ Tree Removal Exempt from Public Tree Removal Policy

### ***Pursuant to City Commission Resolution No. 20-33 (Effective 12/04/2020)***

*Please use this form is for tree removal on City-owned property, Urban Renewal owned property, City-initiated tree removal within the public right-of-way to determine whether or not the City's public tree removal policy applies to the proposed tree removal. The purpose of this review is to reduce unnecessary tree removal by the City and provide public notification and other best practices when such removal occurs.*

Applicant Name: \_\_\_\_\_ Department: \_\_\_\_\_

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

Address or Map and Tax Lot: \_\_\_\_\_

### **1. Permits Required**

Depending on the location of the trees proposed to be removed, additional permits are required. Please complete and attach the additional forms required.

Location of Tree(s) Proposed to be Removed:

☐ City-owned property or Urban Renewal owned property

In addition to this form, please complete and attach a [Type I Site Plan and Design Review Main Application](#), and [Addendum 4b for Tree Removal](#).

☐ Public Right-of-Way

In addition to this form, please complete and attach a [Street Tree Removal permit application form](#).

*Staff Only*

Have required permit applications been submitted?

☐

Yes

☐

No

### **2. Applicability of Public Tree Removal Policy**

Please identify the number of trees being removed which meet the size requirements listed. If the trees being removed are smaller than the sizes listed in the table below, please continue to the Section 3 (Exemptions).

Tree Species	Threshold (D.B.H)*	Actual D.B.H.	# of Trees Being Removed
Oregon White Oak ( <i>Quercus garryana</i> )	8"+		
Douglas Fir ( <i>Pseudotsuga menziesii</i> )	18"+		
Western Red Cedar ( <i>Thuja plicata</i> )	12"+		
Ponderosa Pine ( <i>Pinus ponderosa</i> )	12"+		
Western Yew ( <i>Taxus brevifolia</i> )	6"+		
Pacific Dogwood ( <i>Cornus nuttallii</i> )	5"+		
Coastal Redwood ( <i>Sequoia sempervirens</i> )	12"+		
Giant Sequoia ( <i>Sequoiadendron giganteum</i> )	12"+		
Pacific Madrone ( <i>Arbutus menziesii</i> )	5"+		
Other deciduous tree species	20"+		
Other evergreen trees	18"+		

\*D.B.H. = Diameter at Breast Height = 4.5 feet above ground.

### 3. Exemptions

Please identify if any of the following exemptions apply to the proposed tree removal.

- ☐ The trees are smaller than the minimum D.B.H. identified in the table above.
- ☐ The trees are within a habitat restoration area. Please note the habitat restoration project must have been approved by the Planning Division through the appropriate land use process.
- ☐ The trees are within or abutting water quality facilities.
- ☐ The trees are on the Oregon City Nuisance Plant List or otherwise classified as invasive or problem species in the region.
- ☐ The trees are imminent hazard trees. Imminent hazard trees, as defined in OCMC 17.04.1370 may be removed without notification before a permit is obtained due to the necessity to respond to the hazard and restore public safety as soon as possible. Examples include if the tree has fallen across the roadway or if it is leaning significantly due to a heavy windstorm and likely to fall within the next 72 hours, or when a tree is damaged by a vehicle collision. A determination of imminent hazard is made in the field by the City of Oregon City Public Works, or emergency personnel, a forester, or a certified arborist. **Permits shall be obtained after the imminent hazard has been removed and any applicable replacement requirements shall be followed.** The responding personnel shall provide details of the tree species, size and condition to the extent practicable. Photos and documentation of the hazardous conditions shall be provided with the permit application for tree removal to verify the tree was hazardous, but arborist reports are not required.

*17.04.1370 - Tree, imminent hazard.*

*"Imminent hazard tree" means a hazardous tree as defined in OCMC 12.32.020, all or more than thirty percent of which has already fallen or is estimated to fall within seventy-two hours into the public right-of-way or onto a target that cannot be protected, restricted, moved, or removed.*

If the proposed tree removal is exempt from the public tree removal policy in accordance with one of the exemptions above, you have completed the worksheet. If the proposed tree removal is not exempt, please proceed to Consideration of Alternatives to Tree Removal.

Staff Only		
Is the project exempt from the public tree removal policy?		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Initial _____

**If the project is not exempt, please continue the form.**

#### **4. Consideration of Alternatives to Tree Removal: Initial Documentation**

The department requesting removal shall document the tree location, size, and species (if known), the reason for the proposed removal, and alternatives considered in a written justification memo. The memorandum must contain an analysis of alternatives to removal, which may include one or more of the following methods:

- Root pruning
- Canopy pruning
- Changing the location of existing or proposed structures and public utilities
- Other alternatives as applicable.

Following analysis of alternatives the memo shall include a recommended course of action, which takes into account the alternatives considered and whether the alternative is / is not feasible, and why.

Please attach the alternatives analysis in a separate memo or complete the following:

Tree Location (Include Map): \_\_\_\_\_

Size: \_\_\_\_\_

Species: \_\_\_\_\_

Reason for Removal: \_\_\_\_\_

#### **Alternatives to Removal and Rough Cost Estimate:**

Alternative #1:

\_\_\_\_\_

Alternative #2:

\_\_\_\_\_

Alternative #3:

\_\_\_\_\_

Conclusions/Recommended Course of Action:

\_\_\_\_\_

Name of Staff who Completed Analysis: \_\_\_\_\_

## 5. Consideration of Alternatives to Tree Removal: Third Party Review

The above will be reviewed by a department manager, who will send the memo to a third party (an arborist or a staff assessment team) for review. The department may choose to send the justification memo to either:

- Option #1: A Certified Arborist (Required for Trees over 40" D.B.H.)
- Option #2: Staff Assessment (A minimum of 2 Public Works/Parks staff members and 1 from Planning)

Please identify all of the third-party reviewers, who have reviewed the justification memo, and submit their written conclusions.

☐ Certified Arborist Name: \_\_\_\_\_ Certification #: \_\_\_\_\_

☐ Staff Assessment Team

Name \_\_\_\_\_ Department \_\_\_\_\_

Name \_\_\_\_\_ Department \_\_\_\_\_

Name \_\_\_\_\_ Department \_\_\_\_\_

Has the third-party reviewers' written conclusion memo been submitted? ☐ Yes ☐ No

*Staff Only*

Have all required memos been submitted? ☐ Yes ☐ No Initial \_\_\_\_\_

## 6. Public Notice

The following public notices are required and will be prepared by Planning staff:

- Physical Notice

A physical notice is required to be posted on the tree proposed for removal for a minimum of 14 calendar days. This period is intended to provide an opportunity for the public to contact the applicant with questions and comments about the proposed tree removal. Notices shall be provided by the Planning Division on 8.5 X 11 laminated paper with the words "NOTICE OF PROPOSED TREE REMOVAL" in bold, 48-point font and the website where the public may download the permits, arborist reports and associated documentation. Notices shall be tied to the tree with twine or wire. No screws or nails shall be used. The notice will be created by the Planning Division, but will be placed and monitored by the department proposing removal.

- Email Transmittal

Staff will send email transmittal to affected departments and agencies requesting comment on the proposed tree removal.

- City Manager Review

If there remain unresolved questions or concerns regarding the proposed tree removal after the public notice, the removal shall be referred to the City Manager for further review. The City Manager may decide to move forward with the tree removal or cease the tree removal process.

Staff Only	
Date Notice Posted on Website:	_____
Affidavit Submitted:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email Transmittal Sent Out:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment Period Deadline:	_____
City Manager Review Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 7. Additional Requirements

### Reuse/Repurposing of Wood

Trees proposed for removal which are subject to this policy, free from infestation, and 25 inches D.B.H. or greater, shall be repurposed for use by the City and/or public if feasible. Depending on the quality of the wood, it may be utilized for environmental enhancement, furniture or crafts. The Natural Resources Committee recommends that in natural areas and next to streams, leaving large woody debris in place may help to improve fish and wildlife habitat, and that the use of wood for firewood should be allowed only if the wood cannot be repurposed any other way (e.g. cottonwood).

Does the proposed tree removal include removal of trees greater than 25 inches DBH which are free from infestation? ☐ Yes ☐ No

Is reuse/repurposing of wood proposed? ☐ Yes ☐ No

If yes, please explain how the wood would be reused or repurposed: \_\_\_\_\_

\_\_\_\_\_

Staff Only	
Reuse of Wood Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No Initial _____

### City Commission Hearing

Trees greater than 40" D.B.H. shall be placed on a City Commission consent agenda and notification will be sent to the Natural Resources Committee, Parks and Recreation Committee, and the Transportation Advisory Committee. The City Commission may decide to move forward with the tree removal or cease the tree removal process.

Does the proposed tree removal include removal of trees greater than 40 inches DBH? ☐ Yes ☐ No

Staff Only	
City Commission hearing required?	<input type="checkbox"/> Yes <input type="checkbox"/> No Initial _____

### Large Tree Mitigation

Trees proposed for removal that are 50 inches or greater D.B.H. shall be mitigated with tree plantings within the city limits. No fee-in-lieu is allowed.

Does the proposed tree removal include removal of trees greater than 50 inches DBH? ☐ Yes ☐ No

Are all mitigation trees proposed to be planted within city limits? ☐ Yes ☐ No

Is fee-in-lieu of planting mitigation trees proposed? ☐ Yes ☐ No

<i>Staff Only</i>		
Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Initial _____