



# 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](mailto: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 Street Trees Proposed for Removal: \_\_\_\_\_

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:
  - ☐ Location and diameter of each tree proposed to be removed (measured 4.5 feet from grade)
  - ☐ 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 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.*

### Fee Waiver

*Identify if your tree removal qualifies for any fee waivers.*

- ☐ No Fee Waiver Proposed. Skip to next section.
- ☐ Fee Waiver Proposed

*Number of trees dead, diseased, dying, hazardous (including lifting the sidewalk ¼" or more): \_\_\_\_\_*

*Number of trees susceptible to Emerald Ash Borer: \_\_\_\_\_*

*Number of trees implementing an approved wildfire risk reduction plan: \_\_\_\_\_*

*Total number of trees seeking a fee waiver: \_\_\_\_\_ Total number of trees NOT seeking a fee waiver: \_\_\_\_\_*

## What Would You Like to Remove

Identify each tree you would like to remove. Add a supplemental sheet if needed.

Tree	Size <i>Inches 4.5' from the Ground</i>	Reason for Removal <i>Not all trees may be removed. Please identify how the trees qualify for removal.</i>
1		<input type="checkbox"/> Diseased, damaged, or a hazard to people or adjacent property. 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"/> Nuisance Species. <i>Include documentation.</i> <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. Lift (Inches): _____ Picture required.
2		<input type="checkbox"/> Diseased, damaged, or a hazard to people or adjacent property. 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"/> Nuisance Species. <i>Include documentation.</i> <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. Lift (Inches): _____ Picture required.
3		<input type="checkbox"/> Diseased, damaged, or a hazard to people or adjacent property. 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"/> Nuisance Species. <i>Include documentation.</i> <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. Lift (Inches): _____ Picture required.
4		<input type="checkbox"/> Diseased, damaged, or a hazard to people or adjacent property. 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"/> Nuisance Species. <i>Include documentation.</i> <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. Lift (Inches): _____ Picture required.

## Determine the Number of Replacement Trees Required

Trees removed must be replaced or mitigated. Use the guide below to determine how many are required. Please identify the best category for each tree.

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
Hazard (Dangerous, Diseased or Dying/Dead), Nuisance Species, or Less than 6" in the Right-of-Way	1	# of Trees _____ x 1 = _____
Species Susceptible to Emerald Ash Borer	1	# of Trees _____ x 1 = _____
Implementing an Approved Wildfire Risk Reduction	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 _____ = _____
<b>Total Replacement Trees Required: _____</b>		

## 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 before replanting elsewhere or contributing to the City's tree bank.

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](mailto: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 outside a planter strip.

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:

- 40 feet from intersections (measured back from the point of intersecting curbs or curb lines)
- 25 feet from other street trees
- 25 feet from street lights
- 20 feet from a stop sign
- 10 feet from a fire hydrant
- 5 feet from a driveway or alley
- 5 feet from a utility pole
- 5 feet from a sign (other than a stop sign)
- 3 feet from a utility box

### Maximum Spacing:

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 1<sup>st</sup>*

## 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 31<sup>st</sup>.*

*ENDANGERED SPECIES ACT DISCLAIMER: Certain fish, wildlife, and plant species in Happy Valley may be protected by the federal Endangered Species Act (ESA). Through the issuance of this permit, Happy Valley makes no representation or assurance that the subject land use or development activity is permissible under the Endangered Species Act. As the permittee, you assume all responsibility to ensure that your activities undertaken in accordance with this permit do not violate applicable ESA rules and requirements, or any other state or federal rules or regulations. For more information regarding the salmon-related ESA rules and requirements, contact the National Marine Fisheries Service (NMFS) in Portland at (503) 230-5400. General information on the ESA and listed salmon species is available on the NMFS northwest region web site at <https://www.fisheries.noaa.gov/region/west-coast>. For non-salmon ESA issues, contact the U.S. Fish and Wildlife Service in Portland at (503) 808-2468.*

☐ 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](mailto: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](http://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

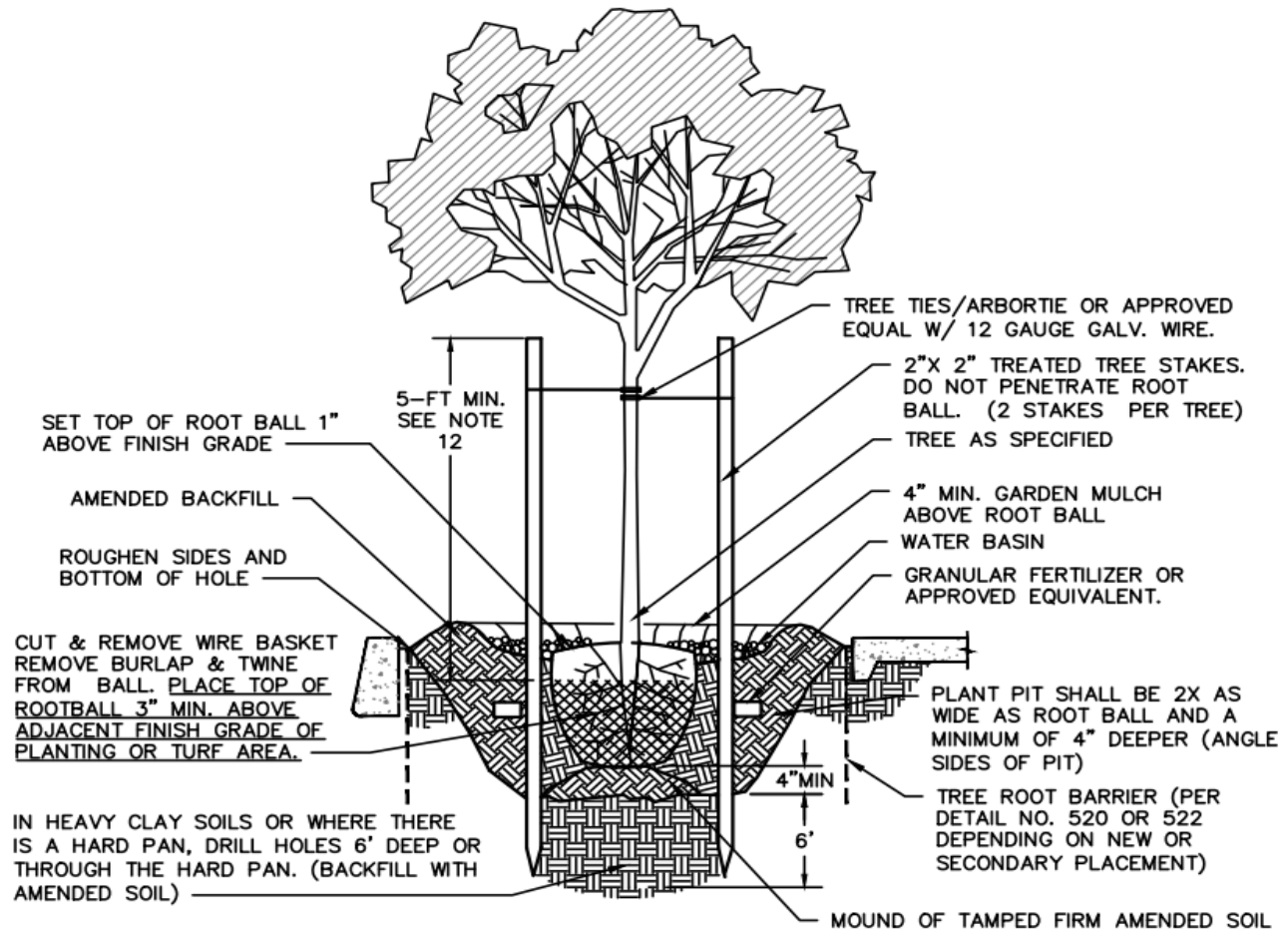
### City Decision

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](mailto:Planninginfo@happyvalleyor.gov) 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.
2. CONTAINER STOCK MAY BE SUBSTITUTED WITH B&B STOCK OF EQUAL GRADE.
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.