



# Type B Tree Removal Application

## Trees on Private Property

*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 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 by a certified arborist 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 by a certified arborist 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 in the public right-of-way dead, diseased, dying, hazardous: \_\_\_\_\_

Number of tree is in a dedicated tract (including HOA) that are dead, diseased, dying, hazardous: \_\_\_\_\_

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: \_\_\_\_\_

## Exemptions

Trees meeting the below exemptions may be removed and do not require the remainder of this review, though may require environmental review by the Planning Division or erosion or other review by the Engineering Division.

- ☐ No exceptions are applicable. *Skip to next section.*
- ☐ Commercial production of landscaping, nursery stock, Christmas trees, fruit and nut orchards or similar that is not zoned EFU, RRFF-5, FF-10, or was previously zoned RRFF-5 or FF-10.  
Commercial Production Item: \_\_\_\_\_ Zoning: \_\_\_\_\_  
\*Please provide evidence of commercial production.
- ☐ Commercial production of landscaping, nursery stock, Christmas trees, fruit and nut orchards or similar zoned EFU and in tax deferral.  
Commercial Production Item: \_\_\_\_\_ \*Please provide evidence
- ☐ The property is zoned FF-10 or RRFF-5 (or was previously zoned FF-10) and the trees are planted in rows.  
Zoning: \_\_\_\_\_ Are the trees planted in rows? ☐ Yes ☐ No
- ☐ All trees are smaller than 6" in diameter (18.84" in circumference) measured at 4.5 feet above ground level that are not in environmentally sensitive areas, public property or planter strips, or required from a past permit.

## 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<br><i>Where is each tree located?<br/>Check all that apply.</i>                                      | Size<br><i>Inches 4.5' from<br/>the Ground</i> | Reason for Removal<br><i>Not all trees within the city may be removed. Please identify how the trees<br/>proposed for removal qualify.</i>                                                                                                                                                                                                                                                                                                                                                                                                    |
|------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | <input type="checkbox"/> Open Space/HOA<br><input type="checkbox"/> Steep Slopes or Natural Resources Overlay |                                                | <input type="checkbox"/> Diseased, damaged, or a hazard to people or adjacent property. Arborist confirmation required.<br><input type="checkbox"/> Construction or other approved site improvement with no alternative.<br><input type="checkbox"/> Safe access to utility service, utility drainage or right-of-way.<br><input type="checkbox"/> Nuisance Species. <i>Include documentation.</i><br><input type="checkbox"/> Creation or preservation of a view corridor. <i>Include pictures.</i>                                          |
| 2    | <input type="checkbox"/> Open Space/HOA<br><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.<br><input type="checkbox"/> Construction or other approved site improvement with no alternative.<br><input type="checkbox"/> Safe access to utility service, utility drainage or right-of-way.<br><input type="checkbox"/> Nuisance Species. <i>Include documentation.</i><br><input type="checkbox"/> Creation or preservation of a view corridor. <i>Include pictures.</i> |
| 3    | <input type="checkbox"/> Open Space/HOA<br><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.<br><input type="checkbox"/> Construction or other approved site improvement with no alternative.<br><input type="checkbox"/> Safe access to utility service, utility drainage or right-of-way.<br><input type="checkbox"/> Nuisance Species. <i>Include documentation.</i><br><input type="checkbox"/> Creation or preservation of a view corridor. <i>Include pictures.</i> |
| 4    | <input type="checkbox"/> Open Space/HOA<br><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.<br><input type="checkbox"/> Construction or other approved site improvement with no alternative.<br><input type="checkbox"/> Safe access to utility service, utility drainage or right-of-way.<br><input type="checkbox"/> Nuisance Species. <i>Include documentation.</i><br><input type="checkbox"/> Creation or preservation of a view corridor. <i>Include pictures.</i> |

Add a supplemental sheet if needed.

## Determine the Number of Replacement Trees Required

Trees removed must be mitigated by planting additional trees. Please use the guide below to determine how many mitigation trees are required. Trees with multiple trunks shall add the diameter of all the trunks together.

| Diameter of Tree to be Removed<br>Measured 4.5 feet off the Ground |                                                                                                                                     | Number of Trees Required to Be<br>Planted for Each Tree Removed                    | Number of Replacement Trees<br>Required                                                                  |
|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Trees on Private Property                                          | Hazard (Dangerous, Diseased or Dying/Dead), Nuisance, or Less than 6" on Private Property <u>Outside</u> of a Tract or HOA Property | 0                                                                                  | # of Trees _____ x None                                                                                  |
|                                                                    | Hazard (Dangerous, Diseased or Dying/Dead), Nuisance or Less than 6" <u>Within</u> a Tract or HOA Property                          | 0 If Not Required in Development Approval<br>1 If Required in Development Approval | # of Trees _____ x None<br># 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 = _____                                                                             |
|                                                                    | 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 _____ = _____<br>Tree Size _____ = _____<br>Tree Size _____ = _____<br>Tree Size _____ = _____ |
| Total Replacement Trees Required: _____                            |                                                                                                                                     |                                                                                    |                                                                                                          |

## Replanting Plan: Trees on Private Property

Identify the species, size, and location of the replacement trees below and on a planting plan. The City recommends species listed on the City's [Native Tree List](#) or [Street Tree List](#).

Number of Trees Proposed to Be Planted on Private Property: \_\_\_\_\_

The species may not be identified on the City's [Nuisance Plant List](#). All replacement trees shall be at least 1.25 inches in diameter at 4.5 feet in height (DBH) unless in an identified natural resource area or on publicly-owned land (excluding the right-of-way) which allows bareroot or trees of a smaller caliper if twice the number of mitigation trees are planted.

Species Proposed: \_\_\_\_\_ Size: \_\_\_\_\_ Quantity: \_\_\_\_\_

# in a Natural Resource Area: \_\_\_\_\_ # on Publicly-Owned Land (Except right-of-way): \_\_\_\_\_

Species Proposed: \_\_\_\_\_ Size: \_\_\_\_\_ Quantity: \_\_\_\_\_

# in a Natural Resource Area: \_\_\_\_\_ # on Publicly-Owned Land (Except right-of-way): \_\_\_\_\_

Species Proposed: \_\_\_\_\_ Size: \_\_\_\_\_ Quantity: \_\_\_\_\_

# in a Natural Resource Area: \_\_\_\_\_ # on Publicly-Owned Land (Except right-of-way): \_\_\_\_\_

## 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 summer.

## 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

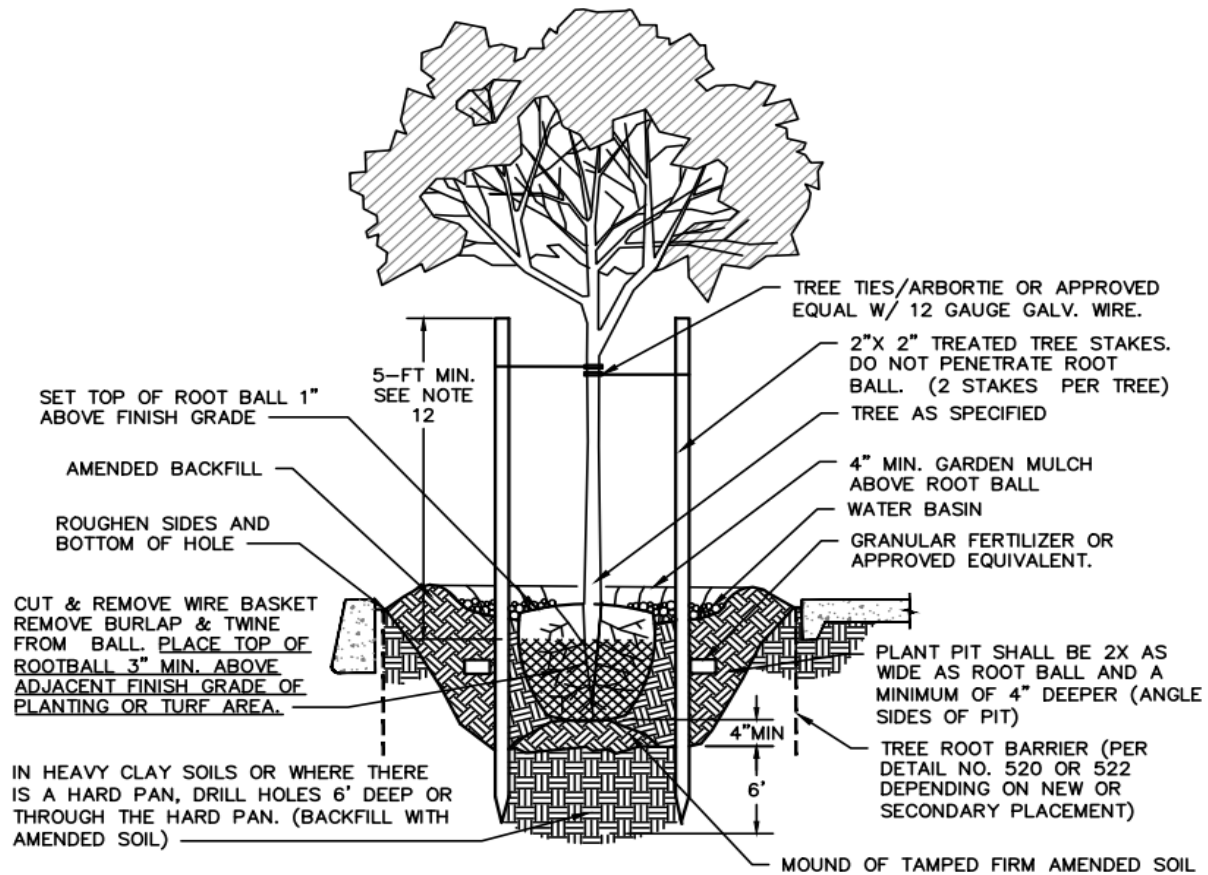
File Number: \_\_\_\_\_

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.