

Tree Removal – Type II

CITY OF GRESHAM
1333 NW Eastman Parkway
Gresham, Oregon 97030-3825



Applicability:

Proposals for removal of more than 3 trees of regulated size on a site that is less than 35,000 square feet (6 trees if more than 35,000 square feet) on a lot or contiguous lots under the same ownership or, the proposed removal of non-ornamental trees of regulated size in a Hillside Physical Constraint District, Floodplain or Habitat Conservation Area.

Regulated trees are trees over 8-inches in diameter measured at 4.5 feet high. Street, buffer and parking lot trees are also regulated trees, but removal requests are processed separately through a Type I tree removal permit. The tree removal permit for regulated trees within 10 feet of the foot print of a single-family detached home is the building permit. Significant trees removal is processed through a Type III Procedure.

Procedures:

The applicant must submit a development permit application that includes the information shown below. The application will be reviewed for completeness by the city planning and engineering services divisions within 30 days of application submittal. If additional information is necessary you will be contacted by the planner and given a list of information still required to deem the file complete for processing. Once the application is determined to be complete, staff will begin processing it. Once the file has been accepted as a complete application, a decision will be issued by the City within approximately 60 days; during that time frame public notice will be sent to all property owners within 300 feet of the site and the applicant will be required to post a notice of the application on the site. There is a 12-day appeal period following the decision. If no appeal is filed, the decision is final.

Submittal Requirements:

General Application Submittal Requirements:

The following items are required at application submittal. If all items are not included, your application will not be accepted for intake by the City. The items listed in all other sections of this checklist are required for the application to be deemed complete for processing. Specific requirements for the written statement and plans are listed in later sections of this checklist.

- Completed development permit application form.
- Notarized signatures of all property owners must be either on the application form or a letter of authorization. *NOTE: If the trunk of a tree spans a property line the owners of both properties need to sign the application.*
- One copy of a deed or (preliminary) title report for each tax lot that shows the current owners and all easements and other encumbrances.
- Six copies of the Tree Protection/Removal Plan.
- Six copies of the project narrative.
- Required application fee(s) and deposit (if applicable). *Note: Cash, Check or Debit only.*

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Tree Protection & Removal Plan Requirements:

- Location of all buildings and other applicable site improvements
- Location of all on site utility lines.
- Scaled location of all trees on the site and trees on adjoining sites that are within 6 feet of all property lines. Number each tree on the plan and include the size (diameter measured at 4.5 feet high (DBH)), common/botanical name, either on the plan or a separate sheet.
- Clearly label any significant tree on the site or anywhere on an adjoining site. *Note: Significant trees are trees designated by the City as having unique importance.*
- Indicate whether each tree is proposed to be removed or remain. For those trees proposed for removal, on the plan or a separate narrative, indicate why the tree removal is necessary.
- Identify all perimeter trees. *Note: perimeter trees are protected trees located on the site within 5 feet of internal property lines. These trees may not be removed during the land division process unless approved by the City.*
- Identify the person or persons creating the plan and their credentials (if applicable).
- Detail on the plan and in the narrative, how the trees to remain will be protected during the removal of trees nearby. *Note: Standard tree protection width is one foot from trunk for every 1 inch of DBH. An arborist report proposing protection fencing closer to the trunk than the standard may be proposed. The consulting arborist fee is required with the application submittal.*
- Indicate on the plan and the narrative, how tree removal is proposed to be mitigated.
- In Pleasant Valley and Springwater, plan shall demonstrate compliance with GCDC 4.1469 (for PV) or GCDC 4.1565 (for SW).

Project Narrative & Arborist Report:

- General explanation of intent, including the nature of the proposed development, reasons for the permit request, pertinent background information, and other information that may be relevant to the proposed development.
- A statement indicating that the applicant understands that once a development permit is submitted, no tree may be removed from the site without approval from the City.
- Indicate how many trees of regulated size (over 8 inches in diameter measured at 4.5 feet high) have been removed from the property in the last 12 months. Include the date(s) of removal.
- Address the tree removal criteria and standards of GCDC 9.1011, 9.1012 & 9.1015. If you are applying for a retroactive tree removal permit, state reason for removal and proposed mitigation.
- If removal is proposed due to health reasons, submit an arborist report indicating why the tree is unhealthy and recommended for removal by the arborist.
- Address applicable standards of the Hillside, Floodplain, and Habitat Conservation Area overlay districts, if appropriate.

Note: If you are unsure if a submittal requirement applies to your situation, please contact the Planner on Duty at 503.618.2780 or pod@ci.gresham.or.us for clarification.