

STREET TREE REMOVAL PERMIT APPLICATION



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DATE STAMP

File No. \_\_\_\_\_  
Fee \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Date Received \_\_\_\_\_  
Date sign placed on site \_\_\_\_\_  
*Office use only*

**City of Sherwood  
Application for Street Tree Removal Permit  
(Type I Land Use Review)**

Approval may be granted to remove a street tree provided that the owner and applicant comply with other provisions of this Code. Street tree removal permits shall be subject to the requirements of Section 16.142.060.B. Street trees that are removed must be replaced by the owner/ applicant unless the City of Sherwood has authorized a replacement tree per section 16.142.060.D.

**Owner/Applicant Information:**

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Contact for Additional Information: \_\_\_\_\_

**Tree Location:**

Street Location: \_\_\_\_\_

Tax Lot and Map No: \_\_\_\_\_

How is the tree marked on the site (ribbon, etc.): \_\_\_\_\_

(The applicant is asked to mark the tree for easy identification by the public and staff.)

- The street tree is in the planter strip
- The street tree is in my front yard

**Tree Description:**

- 5-10" DBH
- Over 10" DBH (Requires arborist report describing the condition of the tree and why the tree must be removed)

Size of tree: \_\_\_\_\_

Type of Tree: \_\_\_\_\_

**To be submitted with the Application:**

*Submit the following:*

**Fee:** \$25 for 1<sup>st</sup> tree and \$10 for each additional tree

**Plan:** Submit a diagram or photograph showing the location of the tree in relation to the planter strip, other trees, street, sidewalk, house, etc.

**Arborist Report:** If trees are over 10" DBH or an exemption from replacement if requested. Note: if exemption is requested for smaller trees an arborists report may be required.

**Statement:** If trees are over 10" DBH a statement discussing whether and how the applicant sought out assistance from the HOA, neighbors or the city to retain the tree.

\*DBH is diameter at breast height. It is generally measured 4 1/2 feet above the ground. If you have questions on how to measure DBH contact the City at 503-925-2308.

**See other side** →

**STREET TREE REMOVAL PERMIT APPLICATION**

Reason for removing the street tree:

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*Street trees that are removed must be replaced unless it is exempt per section 16.142.050.D of the development code.*

Are you going to replace your tree?

Yes –

- List the proposed replacement tree (*See approved list 16.142.090, attached*): \_\_\_\_\_.
- The estimated replacement date is: \_\_\_\_\_  
*(must be replaced within 6 months of removal)*
- Please submit a diagram showing where it will be planted if it will not be in the same location.

No – Provide additional information, including a letter from a certified arborist with the required information per section 16.142.060.D along with the application. (*The letter should include: the reason the tree is being removed and why the tree cannot be replaced without causing continued or additional damage to public or private utilities that could not be prevented through reasonable maintenance.*)

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**Authorizing Signatures (attach additional signature pages if necessary; all owners must sign):**

I further acknowledge that;

- I have read the code criteria
- I must receive written approval from the planning department prior to removing the street tree(s) in question,
- I will submit a report from a certified arborist at my expense if it is required,
- I will place a ribbon or other identifier on the street tree(s) in question for the planning department to identify the tree and to place a sign next to the tree for a ten day period,
- I will replace the street tree(s) within six (6) months of the date of removal at my expense.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner’s Signature

\_\_\_\_\_  
Date