Planning Division
51 Winburn Way, Ashland OR 97520
541-488-5305 Fax 541-488-6006

# STREET TREE REMOVAL PERMIT

A tree that is located in any public street right-of-way or other public property may not be removed until a Street Tree Removal Permit has been submitted according to the Application Submission Requirements, below, and reviewed and approved by the City of Ashland.

An application for street tree removal must demonstrate that the tree is an emergency, hazard, or dead tree as outlined below in the Application Submission Requirements.

Application Submission Requirements. An application for a street tree removal permit shall include all of the following information.

1. Application Form and Fee. The application must include the information requested on the Street Tree Removal Permit form provided by the City of Ashland and the permit application fee. Only those property owners of a lot adjoining the street tree location or homeowners' associations responsible for street trees in their development or subdivision may apply to remove an adjoining street tree. If a tree is located in front of more than one property, each property owner or homeowners' association official must sign the Street Tree Removal Permit form.

2. Site Plan. A site plan of the property drawn to scale containing the following information. The scale of the site plan must be at least one inch equals 50 feet or larger.
   a. North arrow and scale.
   b. Property boundaries including dimensions of all lot lines and driveway locations.
   c. Location and width of all public streets, planting strips, and sidewalks adjoining the site.
   d. Size, species, and location of the tree(s) proposed to be removed.

3. Written Statement. A written statement explaining how the proposed street tree removal satisfies one of the following approval criteria. The Community Development director may require additional information to demonstrate that the proposed removal satisfies one of the following approval criteria including: 1) a written statement to be prepared by an arborist licensed by the State of Oregon Landscape Contractors Board of Construction Contractors Board and certified by the International Society of Arboriculture or American Society of Consulting Arborists; and 2) an International Society of Arboriculture (ISA) Basic Tree Risk Assessment Form to be completed by an arborist.

   Street Tree Removal Approval Criteria
   a) Emergency Tree Removal. The tree presents an immediate danger of collapse and represents a clear and present hazard to persons or property. Immediate danger of collapse is defined as a tree that may already be leaning, with the surrounding soil heaving, and/or there is a significant likelihood that the tree will topple or otherwise fail and cause damage before a tree removal permit could be obtained through the non-emergency process.

   b) Hazard Tree Removal. The tree presents a clear public safety hazard (i.e., likely to fall and injure persons or property) or a foreseeable danger of property damage to an existing structure or facility, and such hazard or danger cannot reasonably be alleviated by treatment, relocation, or pruning. A hazard tree is a tree that is physically damaged to the degree that it is clear the tree is likely to fall and injure persons or property. A hazard tree may also include a tree that is located within a public right-of-way and is causing damage to existing public or private facilities or services and such facilities or services cannot be relocated.

   c) Dead Tree. The tree is dead. A dead tree is lifeless. Such evidence of lifelessness may include unseasonable lack of foliage, brittle dry branches, or lack of any growth during the growing season.

Replacement and Stump Removal. Applicants for approved Street Tree Removal Permits are required to remove any stumps and replace the tree. Stump removal and replacements for approved street tree removals shall meet the following requirements.

1. Any street tree removed shall be removed at ground level or lower. If a tree is removed below ground level, the surface must be restored to finish grade and any regrowth which occurs shall be promptly removed.

2. All street trees shall be an appropriate species selected from and planted according to the City of Ashland Recommended Street Tree List.

3. The minimum size for a replacement tree is eight feet in height or one inch in caliper measured at 12 inches above the root crown.

4. Applicants for a Street Tree Removal Permit may be required to replace the tree or trees being removed with a tree or trees of comparable value.

5. If a street tree is determined to be dead or dying, then the replacement need be no larger than the minimize size described above.

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Type of Tree(s) _____

Approximate Diameter at breast height _____ Height _____ Canopy _____

Location of Tree _____

Reason for Request _____

_____

Are there underground utility lines and/or overhead power lines present? _____

If yes, please list which lines are present _____

Is there sidewalk damage? _____ If yes, has a Public Works permit been issued? _____

OVER ▶▶

DESCRIPTION OF PROPERTY

Street Address _____

Assessor's Map No. 39 1E _____ Tax Lot(s) _____

Zoning _____ Comp Plan Designation _____

PROPERTY OWNER

Name _____ Phone _____ E-Mail _____

Address _____ City _____ Zip _____

Name _____ Phone _____ E-Mail _____

Address _____ City _____ Zip _____

PROFESSIONAL PERFORMING THE TREE REMOVAL (e.g., tree service)

Name _____ Phone _____ E-Mail _____

Address _____ City _____ Zip _____

ARBORIST, LANDSCAPE ARCHITECT, OTHER

Title _____Name _____ Phone _____ E-Mail _____

Address _____ City _____ Zip _____

Title _____Name _____ Phone _____ E-Mail _____

Address _____ City _____ Zip _____

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*As owner of the property involved in this request, I have read and understood the complete application and its consequences to me as a property owner. I hereby certify that the statements and information contained in this application are in all respects, true and correct. I further understand that if this request is subsequently contested, the burden will be on me to establish:*

1) *that I produced sufficient factual evidence to support this request;*
2) *that the information contained in this application are adequate; and further*
3) *that all trees, structures, or improvements are properly located on the ground.*

_____ _____

Property Owner's Signature (required) Date

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STAFF DECISION:

Permit is hereby (circle one): Approved Approved with Conditions Denied

Conditions of Approval _____

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Is the tree 18" d.b.h or greater? ☐ NO ☐ YES Has the City Administrator has been notified: ☐ NO ☐ YES

_____ _____

Community Development Director/Planning Manager Signature Date