

**Planning/Permit Application Center**

City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3513

503-588-6173 \* [planning@cityofsalem.net](mailto:planning@cityofsalem.net)

If you need the following translated in Spanish, please call 503-588-6256.

Si usted necesita lo siguiente traducido en español, por favor llame 503-588-6256.

(For office use only)  
Permit #:

**Work site location and information**

<b>Street address or location of subject property</b>	
<b>Lot size</b>	
<b>Planning Action Involved</b>	

**People information**

	<b>Name</b>	<b>Full Mailing Address</b>	<b>Phone Number and Email address</b>
<b>Applicant</b>			
<b>Agent</b>			
<b>Contact</b>			

**Project information**

<b>Do you own contiguously-owned parcels</b>	Yes	No
<b>Is a building permit involved</b>	Yes	No
<b>How many trees are on the property?</b> (Tree means any living, standing, woody plant that grows to 15 feet or more in height, typically with one main stem called a trunk, which is 10 inches or more in dbh, and possesses an upright arrangement of branches and leaves (SRC 808.005(n))).		
<b>How many trees are proposed for removal?</b>		
<b>How many trees are proposed for preservation?</b>		
<b>Are trees within a riparian corridor proposed for removal?</b> The riparian corridor boundary is measured 50 feet horizontally from the top of bank on each side of a stream with the exception of the Willamette River, which measures 75 feet horizontally from the top of bank.	Yes	No
<b>Is native vegetation within a riparian corridor proposed for removal?</b> A list of native vegetation can be found in the Tree and Vegetation Technical Manual (SRC 808.005(o)).	Yes	No
<b>Are heritage trees proposed for removal?</b>	Yes	No
<b>Are significant trees proposed for removal?</b> Significant tree means rare, threatened, or endangered trees of any size as defined or designated under State and Federal laws and included in the tree and vegetation technical manual and Oregon white oaks with a dbh of twenty inches or greater and any species of tree that is at least 30 inches in diameter at breast height (4.5 ft) except for the following species: Tree of heaven (Ailanthus altissima); Empress tree (Paulownia tomentosa); Black cottonwood (Populus trichocarpa); Black locust (Robinia pseudoacacia).	Yes	No
<b>How many Significant Trees are on the property?</b>		

## Authorization by property owner(s)/applicant

**\*If the applicant and/or property owner is a Limited Liability Company (LLC), please also provide a list of all members of the LLC with your application.**

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**Electronic signature certification:** By attaching an electronic signature (whether typed, graphical or free form) I certify herein that I have read, understood and confirm all the statements listed above and throughout the application form.

**Authorized Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Submittal requirements

- 1) **Site Plan:** Identify which trees are proposed for preservation and removal, including tree size, existing buildings/development, and waterways.
- 2) **Written Statement and/or Arborist Report:** The written statement or arborist report shall address the approval criteria in SRC 808.030(d) (Ex. hazardous tree, required for building maintenance, water dependent activity, and riparian restoration).
- 3) **Additional items that may be submitted or requested:** Statement from a structural engineer, pictures; additional items required for riparian restoration projects; any other information that may aid in the review of this application.

## Appeal and review

The decision on a Tree Removal Permit shall be the final decision of the City, may not be appealed, and is not subject to City Council Review under SRC 300.1050.

**Not using Internet Explorer?**

Save the file to your computer and email to [planning@cityofsalem.net](mailto:planning@cityofsalem.net).