

Planning/Permit Application Center

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

503-588-6173 * 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

Street address or location of subject property	
Lot size	
Proposed use or type of development	

People information

	Name	Full Mailing Address	Phone Number and Email address
Applicant			
Agent			
Contact			

Project information

How many trees are on the property (10" or more dbh)? (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)). dbh means diameter at breast height. Diameter at breast height is a tree's diameter measured in inches at 4½ feet above grade.).	
How many trees are proposed for removal? Removal means to cut down a tree or remove 30% or more of the crown, trunk, or root system of a tree; or to damage a trees so as to cause the tree to decline or die.	
How many trees are proposed for preservation?	
What percentage of the total trees will be preserved?	
If any riparian corridors are present on the site, name of the waterway 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.	
How many trees within a riparian corridor are proposed for removal?	
What type of native vegetation within a riparian corridor proposed for removal? A list of native vegetation can be found in the Tree and Vegetation Technical Manual (SRC 808.005(o)).	
How many Significant Trees are proposed for removal?	
How many Significant Trees are proposed for preservation?	

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.**

Copyright release for government entities: I hereby grant permission to the City of Salem to copy, in whole or part, drawings and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities.

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:** Of a size and form and in the number of copies meeting the standards established by the Planning Administrator, containing information found in SRC 808.035(c)(1).
- 2) **Written Statement:** A statement demonstrating compliance with the approval criteria in SRC 808.035(d). If the proposed tree conservation plan results in removal of significant trees, trees or native vegetation in a riparian corridor or shows preservation of less than 30 percent of the trees on site, a statement shall be provided demonstrating that there are no reasonable design alternatives pursuant to SRC 808.035(d)(2) that would enable preservation of such trees. Additionally, if the proposed tree conservation plan results in preservation of less than 30 percent of the trees on site, a statement shall be provided demonstrating which mitigation measures, pursuant to SRC 808.035(e), the applicant is proposing.
- 3) **Additional items that may be submitted or requested:** When a riparian corridor is located on the property, the tree conservation plan shall include the information found in SRC 808.035(c)(2).

Appeal and review

The decision on a Tree Conservation Plan may be appealed, pursuant to SRC 300.1010. Only the applicant or the owner of the subject property have standing to appeal the decision of a Tree Conservation Plan. The decision of Hearings Officer on appeal shall be the final decision of the City.