

**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>Proposed use or type of development</b>	
<b>Original Tree Conservation Plan (TCP) case number</b>	
<b>Associated Subdivision/Partition case number</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>Total number of trees on subject property prior to development</b>	
<b>Number of trees to be removed under original TCP</b>	
<b>Number of additional trees to be removed under all previously approved TCP Adjustments</b>	
<b>Number of trees to be removed under this TCP adjustment</b>	
<b>Total number of trees to be removed</b>	
<b>Total number of trees to be retained</b>	
<b>Percent of original trees retained after this adjustment</b>	
<b>Description of trees to be removed (species and size [dbh])</b>	

## Reason for adjustment (attach additional pages if needed)

## 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

- 4) **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 808.040(c)(1).
- 5) **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 808.040(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 808.040(e), the applicant is proposing.
- 6) **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 808.040(c)(2).

## Appeal and review

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.