



CITY OF  
**West  
Linn**

# TREE REMOVAL PERMIT

## DETAILS FOR APPLICANT AND PROPERTY OWNER

### SUBMISSION

Please complete the following actions for the tree removal application process:

- Mark trees on site with ribbon, flagging tape or other marker.
- Submit a Complete Tree Removal Application, which includes the following three documents:
  1. **This permit form, completed and signed by the property owner and applicant.**
  2. **Photographs of tree(s).**
  3. **A site map of locations of tree(s) on property.**

Complete Tree Removal Applications can be submitted the following ways:

- Email all documents to: \_\_\_\_\_ → [treepermits@westlinnoregon.gov](mailto:treepermits@westlinnoregon.gov)
- OR
- Print all documents and submit to: \_\_\_\_\_ → **West Linn Parks & Recreation Department**  
22500 Salamo Rd. West Linn, OR 97068

Please submit all documents in one submission, all together. Please do not fax photographs or site map.

### PROCESS

Once submitted, our Arborist will review and verify that the application is complete by **Municipal Code Section 8: Tree Removal**. **Processing the complete application may take up to 30 business days or more.**

- This includes **20 business days** for a decision, and a **10 business day** appeal period if applicable.
- If the decision is appealed, it can add an **additional 30 business days or more**.
- Incomplete applications will extend processing time.
- Timeline details can be found in **Section 8.620: Permit Process**.

Once the permit decision has been made, you will receive an email with the approval or denial of your application.

If you have any questions, it is best to email the Arborist at: [treepermits@westlinnoregon.gov](mailto:treepermits@westlinnoregon.gov)

### CONDITIONS OF APPROVAL

If approved, this permit expires after one year from the approval date.

**The approved permit must be clearly posted on site when tree removal is occurring.**

STAFF ONLY	CITY ARBORIST
_____	_____
Approval Date	Initials

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

E-Mail (required): \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

Address of Tree Removal: \_\_\_\_\_

Number of Trees, Trunk Diameter, & Type of Trees(s) to be removed:

\_\_\_\_\_

Describe Reasons for Removal: \_\_\_\_\_ (Additionally, check the Tree Removal Criteria on page 2)

\_\_\_\_\_  
\_\_\_\_\_

Are the trees designated for removal considered a *street tree*, in the City road right of way? Yes  No

Are the trees designated for removal associated with any current or future development? Yes  No

### APPLICANT

### PROPERTY OWNER (REQUIRED IF DIFFERENT)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

STAFF ONLY	CITY ARBORIST
<p><u>Approved</u> <input type="checkbox"/>      <u>Denied</u> <input type="checkbox"/></p> <p>Please refer to page 2 of removal permit for criteria/reason.</p>	<p>Signature _____ Date _____</p>



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## MUNICIPAL CODE – 8.630 TREE REMOVAL PERMIT CRITERIA

**(1) In making a determination whether to grant a permit, the City Arborist shall consider the below-listed criteria:**

(a) The City shall grant the tree removal permit if the application satisfies any of the following criteria, except for criteria in subsections (1)(a)(xi) and (1)(a)(xii) of this section:

STAFF ONLY	APPLICANT	
<input type="checkbox"/>	<input type="checkbox"/>	(i) The tree is determined to be dead, or dying and not recoverable
<input type="checkbox"/>	<input type="checkbox"/>	(ii) The tree is determined to have a significantly damaged root structure that will adversely impact the health and stability of the tree. Such a determination shall be based upon a report provided by the applicant. The report shall be reviewed and verified by the City Arborist.
<input type="checkbox"/>	<input type="checkbox"/>	(iii) The tree is determined to exhibit a hazardous growth habit.
<input type="checkbox"/>	<input type="checkbox"/>	(iv) The tree is interfering with utility service in such a manner that full restoration or maintenance of service requires removal of the tree.
<input type="checkbox"/>	<input type="checkbox"/>	(v) The tree encroaches in the public right-of-way so as to cause damage to improvements within the public right-of-way such as street pavement and sidewalks.
<input type="checkbox"/>	<input type="checkbox"/>	(vi) The tree is causing structural damage that includes, but is not limited to, foundations, water lines and sewer lines.
<input type="checkbox"/>	<input type="checkbox"/>	(vii) The basal flare of the tree is within 10 feet of an existing building footprint.
<input type="checkbox"/>	<input type="checkbox"/>	(viii) An existing building footprint lies within the drip line of the tree.
<input type="checkbox"/>	<input type="checkbox"/>	(ix) Trees that have been maintained in the applicant's property for the purpose of growing fruit which are no longer bearing fruit or have suffered a significant reduction in fruit bearing.
<input type="checkbox"/>	<input type="checkbox"/>	(x) Removal of trees is being done for thinning purposes to enhance the health of other trees.
<input type="checkbox"/>	<input type="checkbox"/>	(xi) Removal is for the owner's landscape improvement but does not jeopardize the aesthetics of the neighborhood.
<input type="checkbox"/>	<input type="checkbox"/>	(xii) The removal would allow solar access for an otherwise extremely shaded property.

### STAFF ONLY

(b) If criteria in subsections (1)(a)(xi) and (1)(a)(xii) of this section are the only reasons for tree removal, the tree is healthy and of sound structure, and any of the following criteria is met, the permit shall be denied:

- (i) The tree is visually prominent.
- (ii) The tree is of significant size.
- (iii) The tree is part of a larger grove or grouping of trees, and its removal will adversely affect the health and safety of the remaining trees within the grove or grouping.
- (iv) The tree is on land that is sloped, and removal of the tree may exacerbate erosion or soil slumping in the vicinity of the tree.
- (v) The tree acts as a privacy barrier for adjacent properties.
- (vi) Tree removal is solely to improve a view.

**(2) The City shall deny a tree removal permit if any of the following criteria is met:**

- (a) The tree is designated by the City of West Linn as a heritage tree, unless one of the criteria in subsections (1)(a)(i) through (1)(a)(iv) of this section applies and the hearing is followed, as noted in Section 8.710.
- (b) The tree is located within an open space drainageway, drainageway transition area, wetland, wetland transition area, Willamette River Greenway area, or Tualatin River protection zone as defined by the West Linn Community Development Code, unless one of the criteria in subsections (1)(a)(i) through (1)(a)(iv) of this section apply.
- (c) The tree is protected by an existing tree conservation easement, unless criterion in subsections (1)(a)(i) through (1)(a)(iv) of this section apply.

Reasons for Approval/Denial:

CITY ARBORIST


Intials