



# PUBLIC TREE REMOVAL APPLICATION

## Scappoose Planning Department

52610 NE 1st St.; Scappoose, OR 97056 | (503) 543 - 7184 | [www.scappoose.gov](http://www.scappoose.gov)

**NOTICE TO APPLICANT:** On original application form, please print legibly using black/dark blue ink or type or complete electronically. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED UNTIL THE PLANNING DEPARTMENT RECEIVES ALL REQUIRED SUBMITTAL MATERIAL. See checklist.**

### TRACKING INFORMATION (for office use only)

*Application submittal Includes:*

☐ 1 hard copy

☐ Electronic submittal

☐ Fee

Date submitted with payment: \_\_\_\_\_

Receipt #: \_\_\_\_\_

### SITE LOCATION & DESCRIPTION

Tax Map and Tax Lot #(s) \_\_\_\_\_

Frontage Street or Address \_\_\_\_\_ Nearest Cross Street \_\_\_\_\_

Site Size \_\_\_\_\_ ☐ acres ☐ sq. ft. Lot Dimensions \_\_\_\_\_

**OWNERSHIP AND APPLICANT INFORMATION** *(Property owner signature must be a wet-ink signature. If the property is under-going a change of ownership, proof of purchase or purchase contract must be provided if property owner of record is not the signing party.)*

**Property Owner(s):** Name(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Does the owner of this site also own any adjacent property? ☐ Yes ☐ No *(If yes, please list tax map and tax lots)*

Property Owner(s) Signature(s) \_\_\_\_\_ Date: \_\_\_\_\_

*(If more than one property owner, please attach additional sheet with names and signatures.)*

**Applicant:** (if different) \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

# SUBMITTAL REQUIREMENTS CHECKLIST

## Application Submittal Requirements:

The following is a summary of the application submittal requirements that must be received by the City.

- ☐ **Completed, Signed Application Form:** Original, signed application form. This information must be reproduced so please write clearly using black/dark blue ink or type. No loose pages will be accepted, documents must be stapled together. Permit applications for public tree removal are required for the following;
  - A street tree is required for all developments defined by the Scappoose Development Code Ch. 17.104 , except to remodels and additions to single family residences.
  - Street trees shall be defined as trees located on land lying between the property lines on either side of all streets, avenues or public right of ways within the city or within easement s defined on a recorded plan as a street tree easement (STE).
  - Timber Harvesting and Clearing from designated public recreation areas, following Ch. 9.22 must be approved by Planning Commission.
- ☐ **Compliance Narrative:** A written summary of the street tree(s) request, including a description of why a public street tree removal is being requested per the required criterion listed in the Scappoose Development Code Ch. 104.030 and listed below, and must include method of tree removal and name of removal company or person. A tree removal request may be granted if any of the following criteria apply;
  - The tree(s) are unsafe, dead or diseased as determined by a Certified Arborist and there is a danger the tree(s) may fall on existing or proposed structures, must include the Arborist's report; or
  - The tree(s) conflict with public improvements or interfere with existing utilities or traffic safety; or
  - The proposed removal is part of an approved development project, a public improvement project or a street tree improvement program; or
  - The tree(s) are causing repeated and excessive damage to sidewalks or other public or private improvements or structures.
- ☐ **Site Plan;** A site plan must be included with the application showing property dimensions, existing structure(s) on site, location of public and private utilities both above & below ground, location of trees to be removed including caliper size and species PLUS location of new street tree(s), size, species & location. Aerial and tax maps can be obtained from Columbia County Assessor web maps; <https://gis.columbiacountymaps.com/>
- ☐ **Replacement tree(s):** The applicant shall replace each removed tree on a one-for-one basis within one year of approval. Replacement trees shall comply with the standards of Scappoose Municipal Code Ch. 13.28.020 Public Tree Standard, Ch. 17.104 and Approved Street Tree List. If site conditions do not allow replacement near the location of tree(s) removed, the Planning Dept. may authorize replanting at other location(s) on the site.
  - Link to Scappoose Municipal Code; <https://scappoose.municipal.codes/Code>
  - Link to approved Street Tree List; <https://www.scappoose.gov/planning/page/public-land-tree-removal>
- ☐ **Following the approval per SMC Ch. 17.140.031;**
  - The applicant shall be responsible for all costs associated with the tree removal and shall ensure that all work is done in a manner which maintains safety to individuals including public and private properties.
  - For all permits other than timber harvesting and clearing, the applicant shall remove or grind stumps and surface roots at least 6" below grade.
  - The applicant shall perform erosion control, slope stability measures and seeding to restore the surface.
- ☐ **Fee:** The appropriate filing fees. **PLEASE MAKE CHECK PAYABLE TO THE CITY OF SCAPPOOSE.** If you wish to use a card, pay via the city's website. Please consult the fee schedule for current fees.