



TREE PERMIT APPLICATION

TREE REMOVAL or PRUNING



Important Information to Read Before Submitting this Tree Permit Application:

- A) A permit is required in order to plant, prune, remove, or otherwise disturb a tree on public or semi-public property, including the right-of-way. There is no fee for this permit.
- B) This permit application **must** be filled out by a prequalified contractor. Applications for tree removals or pruning by constituents will no longer be accepted. For tree-planting-only permits, the landowner may fill out the “Tree Planting Only” permit application (a contractor is not required if you are only planting a tree in the public right-of-way). Visit the City of Grants Pass website (<https://www.grantspassoregon.gov/789/Tree-Permits>) or City Hall in person for a list of prequalified arborist contractors.
- C) This permit application must be approved by the City before a permit is issued and work can begin. Incomplete permit applications will not be approved.
- D) If you have a **hazardous tree** in the public right-of-way, the City may be able to assist with some of the costs of the removal and replacement of the tree. This includes instances where a City staff member inspected the tree and informed the landowner of its hazardous status and requirement for removal and, if applicable, replacement. The City’s “50/50 Program” provides funding, when available, to property/homeowners who have a hazardous tree in the right-of-way. Read page 4 of this application for more information.
- E) If the permit is for a tree removal without hazardous tree designation as described above, the City will not provide financial assistance. The City may deny the request to remove a tree that is not hazardous.
- F) All trees removed must be replaced within four (4) months of removal or an agreed upon date, in writing, with the City. **If the trees have not been replaced by the agreed upon date, the City will replace the tree(s) and bill the property owner for the costs.**
- G) Pruning or removing a tree in the right-of-way **must** be performed by an ISA (International Society of Arboriculture) Certified Arborist who is prequalified with the City of Grants Pass. A list of prequalified arborist contractors can be found on the City’s website or at City Hall, in the “Parks and Community Development” office (2nd floor). If you wish to use a contractor not on the prequalified list, they may obtain the prequalified status by applying with the City.
- H) The prequalified contractor who will perform the work in the right-of-way must provide a diagram/sketch of the project, along with a Traffic Control Plan, as required by the City’s encroachment permit (for your convenience, the completion of this application satisfies the encroachment permit – no need to fill out a second application!).
- I) All trees planted in the public right-of-way **MUST** be a minimum of 1.5 inch caliper. Select a tree from the approved tree list found on the City’s website. An example list is included on Page 4 of this application. **You must choose an approved tree before this permit can be approved,** unless a planting is not required (e.g. pruning work, or when the City has determined a tree replacement is not feasible). Alternative trees may be reviewed for approval by the Parks & Community Development Director per Part 23.074 of the Development Code, if they meet the criteria.

Summary of Requirements

Requirement	Pruning	Hazardous Tree Removal	Non-hazardous tree removal	Planting-Only (not replacing an existing tree)
Tree Permit Application filled out by Prequalified Contractor & Approved by the City	Yes	Yes	Yes	No
Call 8-1-1 Before Any Work	No	Yes	Yes	Yes
ISA Certified Arborist	Yes	Yes	Yes	No
Project Sketch/Diagram (page 3)	Yes	Yes	Yes	Yes
Traffic Control Plan (page 3)	Yes	Yes	Yes	No
City Financial Assistance (page 4)	No	Possible (“50/50 Program”)	No	Possible (“Tree Canopy Program”)
Replace Tree	No	Yes*	Yes*	N/A

*Unless waived by the City



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All information **MUST** be filled out

For Official Use:	
___ Issued	___ Disapproved
Signature & Date: _____	
Removal Deadline: _____	
Replacement Deadline: _____	
___ Completed	___ Expired

Name of Landowner: _____

Mailing Address of Landowner: _____

Address and Location of Trees: _____

Nearest Intersection: _____

Landowner Phone Number: _____ Email: _____

Contractor Name: _____ Contractor's ISA Number: _____

Business Address: _____ Contractor Phone: _____

On-site Supervisor Name: _____ Contractor Email: _____

1. Check the requested tree work and include the number of trees involved in each type of work:

- Hazardous Tree Removal _____ (Includes Stump Removal & Tree Replacement) Number
- Non-Hazardous Tree Removal _____ (Includes Stump Removal & Tree Replacement) Number
- Stump Removal _____ (Includes Tree Replacement) Number
- Pruning One or More Hazardous Branches _____ (Skip questions 2 and 3 below) Number
- Pruning for Clearance _____ (Skip questions 2 and 3 below) Number
- Pruning for Structure _____ (Topping and pollarding are prohibited; skip questions 2 and 3 below) Number

2. If you are applying for a tree removal permit, for what reason are you applying? (Check the reason)

- Received Hazardous Tree Removal Letter from the City
- I Believe the Tree to be Hazardous
- Other (please explain): _____

3. What tree species will be planted? List all species if you are planting more than one tree.

Tree removals require tree replacements, unless determined otherwise by the City. Trees must be at least 1.5 inches in caliper when planted. Tree species must be chosen from the City's Approved Street Tree List. (Skip this if you are only pruning or if the City waived this requirement as explained in a letter).

Common Name(s): _____ Scientific Name(s): _____

Expected Planting Date: _____
(you have 4 months to plant after removal, but must plant before you can request financial assistance through the 50/50 Program)

4. Per "Encroachment Permit" requirements, a diagram/sketch of the project and any applicable traffic control measures are required. Please review the "Traffic Control Plan Checklist" on the next page for guidelines. The contractor generally creates this diagram and traffic control plan for you. Check all boxes that apply.

- Diagram/Sketch Completed on Page 3 (Required)
- Road Closure Required
- Road Closure NOT Required
- Activity will cross property that is owned by another entity other than the City of Grants Pass and Applicant. (If so, written permission of property owner is required and shall be submitted with this permit)

Contractor Signature: _____ Date: _____

Landowner Signature: _____ Date: _____

Return completed form with the project diagram/sketch and Traffic Control Plan to the City of Grants Pass by: Mailing or dropping off at: 101 NW A Street, Grants Pass, Oregon 97526 (Address mail to "PCD Tree Permit App") Email: tmecum@grantspassoregon.gov (Type "Tree Permit Application" in Subject Line of Email)



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This Page is Intended for the Project Sketch with Traffic Control Plan. The contractor typically completes this portion of the “Encroachment Permit,” which this Tree Permit incorporates. If you or the contractor would rather submit a separate diagram, you may submit it in lieu of this page. **See page 5 for an example.**

Traffic Control Plan Checklist

This application will not be processed without a Traffic Control Plan, which shall include:

- Base map showing the existing transportation facilities (e.g. streets, sidewalks, traffic signs and lights, street lanes, etc.). Online mapping tools useful for this purpose including Google Maps, Bing Maps, and the City’s GIS mapping tools.
- Special Event Area(s) clearly indicated.
- Points of Lane or Street Closures and Detour Routes (required for any street closures). If a detour is proposed, provide a detour route in addition to the closure.
- Signs and other measures to protect and direct pedestrians, bicyclists and other non-motorized traffic through or around the event area (Provide accessible routes). If the event is routing runners/bikers/etc. on a local road against the flow of a traffic control device, provide volunteers to control traffic.
- Locations of any proposed flaggers, if crossing an Arterial or Collector, provide certified flaggers.
- Locations of all proposed temporary signs, with names or legends, with spacing shown.
- Locations and types of other traffic control devices such as barricades and barrels.
- Locations of any Bus Stops within the event area or detour route.
- Proposed parking prohibitions (to be implemented by City, if outside of the closed event area).
- Existing devices (i.e. Traffic Signals) to be modified during the event. Traffic control devices that conflict with, or unnecessarily limit, traffic movements within the Special Event Area due to temporary changes in traffic flow shall be covered, adjusted, or deactivated.
- The City Transportation Engineer will determine what temporary operational modifications need to be made to existing traffic signals.
- All traffic control plans shall comply with the MUTCD and/or the ODOT Temporary Traffic Control Handbook.



**Know what's below.
Call 811 before you dig.**



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Example List of Approved Street Tree Species

All replacement trees must be no less than 1.5 inch caliper. Below is an example of approved species of trees. Alternative trees may be reviewed for approval by the Parks & Community Development Director per Article 23 Section 23.074 of the Development Code, if they meet the criteria. A complete list of approved species can be found on the City's website.

Common Tree Name and Scientific Name	Tree Qualities	High Voltage Line Above			No High Voltage Line Above			
		3.5-4 ft. Planting strip width	4-6 ft. Planting strip width	>6ft. Planting strip width	3.5-4 ft. Planting strip width	4-6 ft. Planting strip width	6-8.5 ft. Planting strip width	>8.5 ft. Planting strip width
Natchez Crape Myrtle (<i>Lagerstroemia 'Natchez'</i>)	Showy flowers Unique bark	✓	✓	✓	✓			
Goldenrain Tree (<i>Koelreuteria paniculate</i>)	Showy flowers Unique seeds	✓	✓	✓	✓			
Paperbark maple (<i>Acer griseum</i>)	Fall color Unique bark	✓	✓	✓	✓			
Persian Ironwood (<i>Parrotia persica</i>)	Great fall color Unique bark		✓	✓				
Emerald Sunshine® Elm (<i>Ulmus propinqua/davidiana</i>)	Unique bark Disease resistance					✓		
Green Vase® Japanese Zelkova (<i>Zelkova serrata 'Green Vase'</i>)	Fall color Wildlife					✓		
Forest Green® Oak (<i>Quercus frainetto 'Forest Green'</i>)	Fall color Wildlife					✓	✓	
Spanish Fir (<i>Abies pinsapo</i>)	Evergreen						✓	✓
Hardy Rubber Tree (<i>Eucommia ulmoides</i>)	Fall color						✓	✓
Swamp White Oak (<i>Quercus bicolor</i>)	Fall color Wildlife						✓	✓
Ponderosa Pine (<i>Pinus ponderosa</i>)	Evergreen Native to So OR							✓
Douglas-Fir (<i>Pseudotsuga menziesii</i>)	State tree Fast growing							✓

City Tree Programs

50/50 Program

If the property owner removes and replaces a hazardous tree in the right-of-way and pays for all the costs, the City offers a 50/50 Program where the City will pay up to 50% of the costs of the tree removal, stump grinding, and tree replacement after the work is complete. In order to qualify, the property owner **must obtain three (3) bids** from ISA Certified Arborists who are prequalified with the City. The bids must be sent to the City. After the work is complete and the bid prices are provided to the City, 50% of the lowest bid price for the tree work described above will be evaluated for reimbursement. Replacement trees must be planted, according to the plans approved in this permit, for reimbursements to be issued. Please note that the 50/50 Program has limited funds and there is no guarantee that funds will be available upon submission of bids.

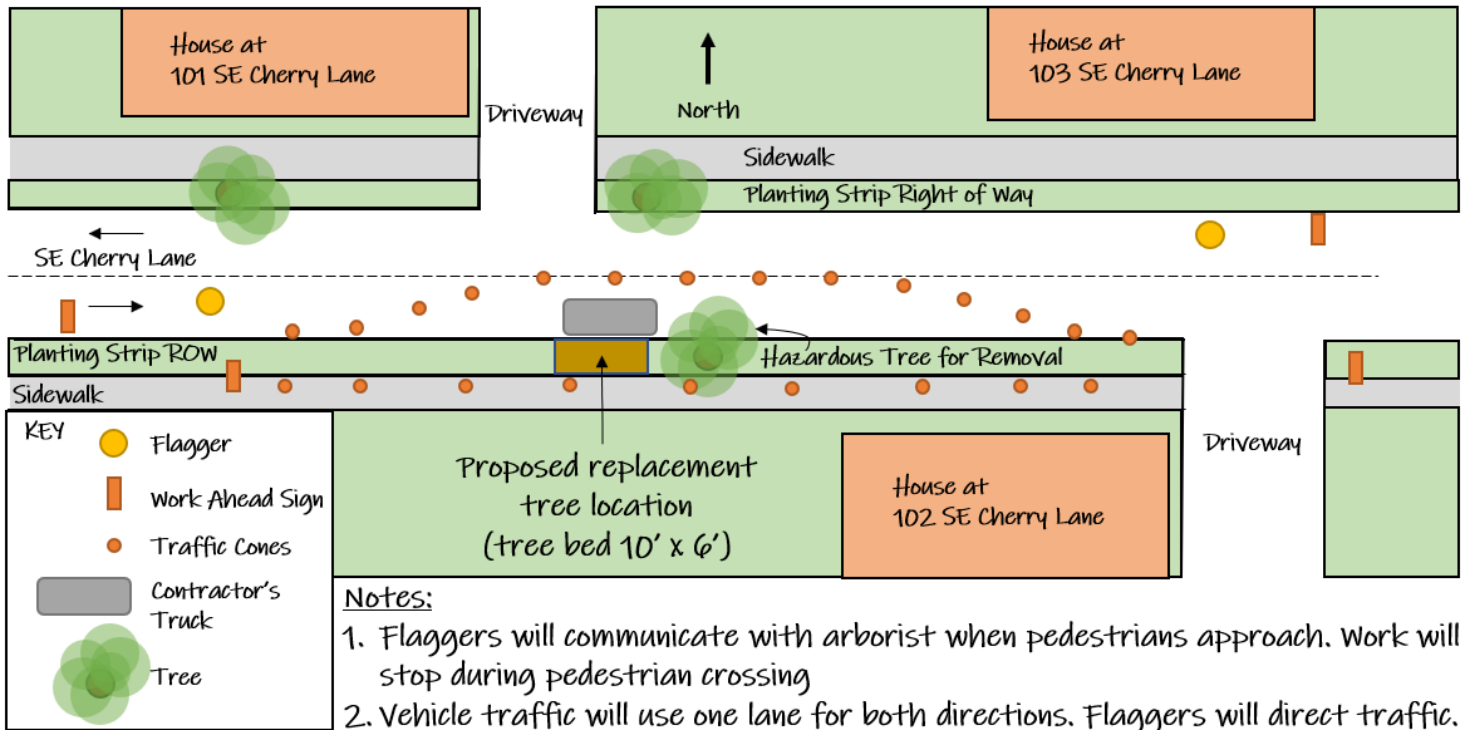
Tree Canopy Program

This annual program gives 50 city residents the opportunity to purchase a tree from an annually selected list of trees for \$50.00 and have it planted in their front yards or adjacent right-of-way by the Parks Department. All trees are at least 6 feet tall and are planted in October or November. This program is part of our City's goal to continue to be designated "Tree City USA" and improve our urban forest. If you require financial assistance with any tree replacements, this program can assist you, if availability for the program exists. Please contact the City for more information, or visit <https://www.grantspassoregon.gov/325/Tree-Planting-Programs>. The City and its website contain the Tree Canopy Application.



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Example Project Sketch with Traffic Control Plan



Tree Planting Guidelines

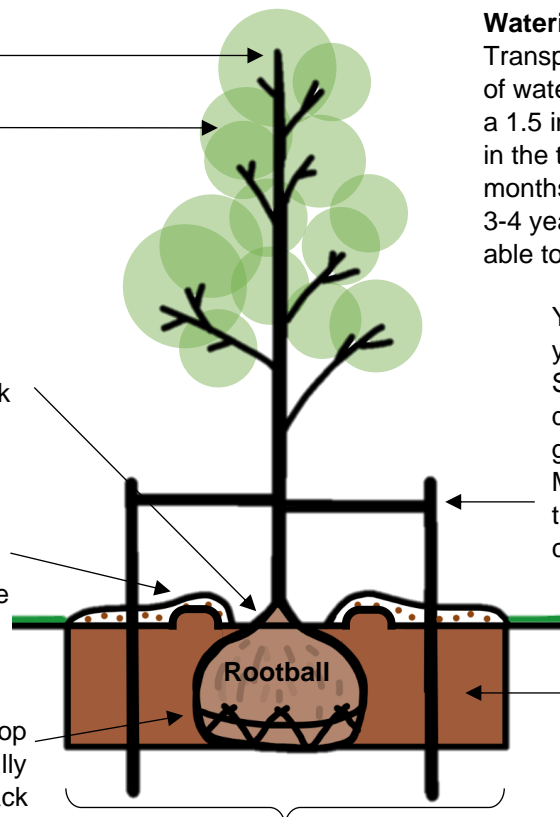
One "central leader."

Tree crown and trunk shall be free of defects and true to form. No topping or coppicing the tree.

The "root flare" shall be at the grade of the surrounding soil, or slightly above. Do not plant the tree deeper than this. If a tree is planted too deep, it can kill the root system. Trees planted too deep look like telephone poles sticking out of the ground.

Add coarse organic mulch, such as wood chips, over tree bed. Mulch layer should be 2-3 inches thick. Do not let the mulch touch the tree (form a "donut" around the tree with the mulch and soil).

For "ball and burlap" trees, remove the top two-thirds of the wire basket *after* carefully placing the tree in its bed. Then, peel back the burlap. Scrape some of the compacted soil from the outer edges of the rootball. Make sure there are no circling roots.



Width of tree bed shall be 2-3 times the width of the rootball.

Watering:

Transplanted trees typically require 10-gallons of water per week for every inch of caliper. For a 1.5 inch caliper tree, slowly pour 15 gallons in the tree bed each week. During very hot months, consider watering twice a week. After 3-4 years, your tree should be established and able to obtain most of its water on its own.

You may add tree stakes and arbor tie if you choose. This is not a requirement. Stakes should be 8 feet long with 3 inches diameter. Drive stakes 2-3 feet into the ground, but not through the tree's roots. Make sure to remove the stakes and arbor tie after one year. Research the pros and cons of tree stakes before deciding.

You may backfill with existing soil. If texture or quality is not suitable for the tree species, consider replacing with appropriate topsoil. Also consider the addition of organic amendments like biochar, worm castings, compost, and mycorrhizae.