



## TREE PERMIT APPLICATION for TREE REMOVAL or PRUNING on PUBLIC or SEMI-PUBLIC LAND



### **Important Information to Read Before Submitting this Tree Permit Application:**

- A) A permit is required 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 arborist contractor if the property owner wishes to remove a tree, prune branches larger than 3 inches in diameter, remove more than 25% of its structure, or prune branches higher than 10 feet from ground level. A list of the prequalified arborist contractors you can use is on the last page.
- C) If the landowner wishes to prune branches 3 inches in diameter or less at all points and will not be removing more than 25% of the tree's structure, and pruning will be at or below 10 feet from the ground, a prequalified arborist is not required. However, the property owner must submit this application and obtain a permit before pruning.
- D) For tree-planting-only permits, the property owner must fill out the "Tree Planting Only" permit application (an arborist is not required if you are only planting a tree in the public right-of-way). You can find this permit application on the City's website or at the Community Development Department in City Hall (2<sup>nd</sup> Floor).
- E) 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.
- F) If you have a **hazardous or dead 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. The City's Hazardous Tree Removal and Replacement "50/50" Policy program provides funding, when available, to property owners who have a hazardous tree in the right-of-way. Read page 4 of this application for more information.
- G) 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.
- H) 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 **If the trees have not been replaced by the agreed upon date, the City will replace the tree(s) and bill the property owner for the costs.**
- I) A diagram/sketch of the project, along with a Traffic Control Plan, is required and must be filled out on page 3.
- J) All replacement trees planted in the public right-of-way MUST be a minimum of 1 and 3/4 inches in 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).
- K) To submit this permit application, return pages 2 and 3 to the City. You can submit the application by one of the following methods:
- Drop off or mail application to City Hall: 101 NW A Street, Grants Pass, OR 97526. Write "Tree Permit Application" on envelope.
  - Email application to [tree@grantspassoregon.gov](mailto:tree@grantspassoregon.gov) (you can send as either a PDF or images)





**TREE PERMIT APPLICATION**  
**for TREE REMOVAL or PRUNING**  
**on PUBLIC or SEMI-PUBLIC LAND**  
*All information **MUST** be filled out*

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

Name of **Property Owner**: \_\_\_\_\_

Mailing Address of Owner: \_\_\_\_\_

Address and Location of Trees: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_ Owner Email: \_\_\_\_\_

**Contractor Name**: \_\_\_\_\_ **Contractor Phone Number**: \_\_\_\_\_

Contractor's ISA Number: \_\_\_\_\_

**1. Check the requested tree work and include the number of trees involved in each type of work.**  
***For pruning only, make sure to check each box that applies in the gray area.***

- Hazardous/Dead Tree Removal \_\_\_\_\_ # of trees
- Non-Hazardous Tree Removal \_\_\_\_\_ # of trees
- Stump Removal \_\_\_\_\_ # of stumps
- Pruning One or More Hazardous or Dead Branches
- Pruning for Clearance (Example: pruning branches within 15 feet of street surface)
- Pruning for Structure (Topping and Pollarding are prohibited)
- Root Pruning

**FOR BRANCH PRUNING**

- Branches are 3 inches or smaller at all points
- Pruning will not remove more than 25% of the tree's structure
- Pruning will be within 10 feet of ground level

*If one of these conditions is not met, a prequalified arborist contractor must fill out this application and perform the pruning.*

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

- Received Hazardous or Dead Tree Removal Letter from the City
- I Believe the Tree to be Hazardous or Dead
- 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. Tree replacements must be at least 1 and 3/4 inches in caliper when planted. See page 4 for example list of approved species. (Skip this if you are only pruning or if the City waived this requirement as explained in a letter).***

Tree Species: \_\_\_\_\_ Expected Planting Date: \_\_\_\_\_

**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 must be submitted with this permit)

**Contractor Signature**: \_\_\_\_\_ **Date**: \_\_\_\_\_

**Property Owner Signature**: \_\_\_\_\_ **Date**: \_\_\_\_\_



## TREE PERMIT APPLICATION for TREE REMOVAL or PRUNING on PUBLIC or SEMI-PUBLIC LAND

**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.**



# TREE PERMIT APPLICATION for TREE REMOVAL or PRUNING on PUBLIC or SEMI-PUBLIC LAND

## Example List of Approved Street Tree Species

All replacement trees must be no less than 1.75 inches in 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	Drought Tolerance	High Voltage Line Above	No High Voltage Line Above		
			4 ft. + Planting strip width	4 - 6 ft. Planting strip width	6 - 10 ft. Planting strip width	10 ft. + Planting strip width
Natchez Crape Myrtle ( <i>Lagerstroemia 'Natchez'</i> )	Showy flowers Unique bark	Moderate	✓	✓		
Goldenrain Tree ( <i>Koelreuteria paniculate</i> )	Showy flowers Unique seeds	High	✓	✓		
Amur Maackia ( <i>Maackia amurensis</i> )	Showy flowers Fall color	High	✓	✓		
Persian Ironwood ( <i>Parrotia persica</i> )	Great fall color Unique bark	High	✓	✓		
Emerald Sunshine® Elm ( <i>Ulmus propinqua/davidiana</i> )	Unique bark Disease resistance	High			✓	
Village Green® Japanese Zelkova ( <i>Zelkova serrata 'Village Green'</i> )	Fall color Wildlife	High			✓	
Swamp White Oak ( <i>Quercus bicolor</i> )	Fall color Wildlife	High			✓	✓
Chinkapin Oak ( <i>Quercus muehlenbergii</i> )	Wildlife	High			✓	✓
Willow Oak ( <i>Quercus phellos</i> )	Fall color Wildlife	High			✓	✓
Hardy Rubber Tree ( <i>Eucommia ulmoides</i> )	Fall color	High			✓	✓
Ponderosa Pine ( <i>Pinus ponderosa</i> )	Evergreen Native to So OR	High				✓
Douglas-Fir ( <i>Pseudotsuga menziesii</i> )	State tree Fast growing	Moderate				✓

## City Tree Programs

### **Hazardous Tree Removal and Replacement Program (“50/50 Program”)**

The City offers possible assistance for hazardous tree removals and replacements. If approved and the funding is available, the City will pay up to 50% of the removal and replacement costs of hazardous or dead public right-of-way trees. To be eligible for consideration, property owners must obtain a minimum of three (3) bids from approved certified arborists and submit them to the City for approval.

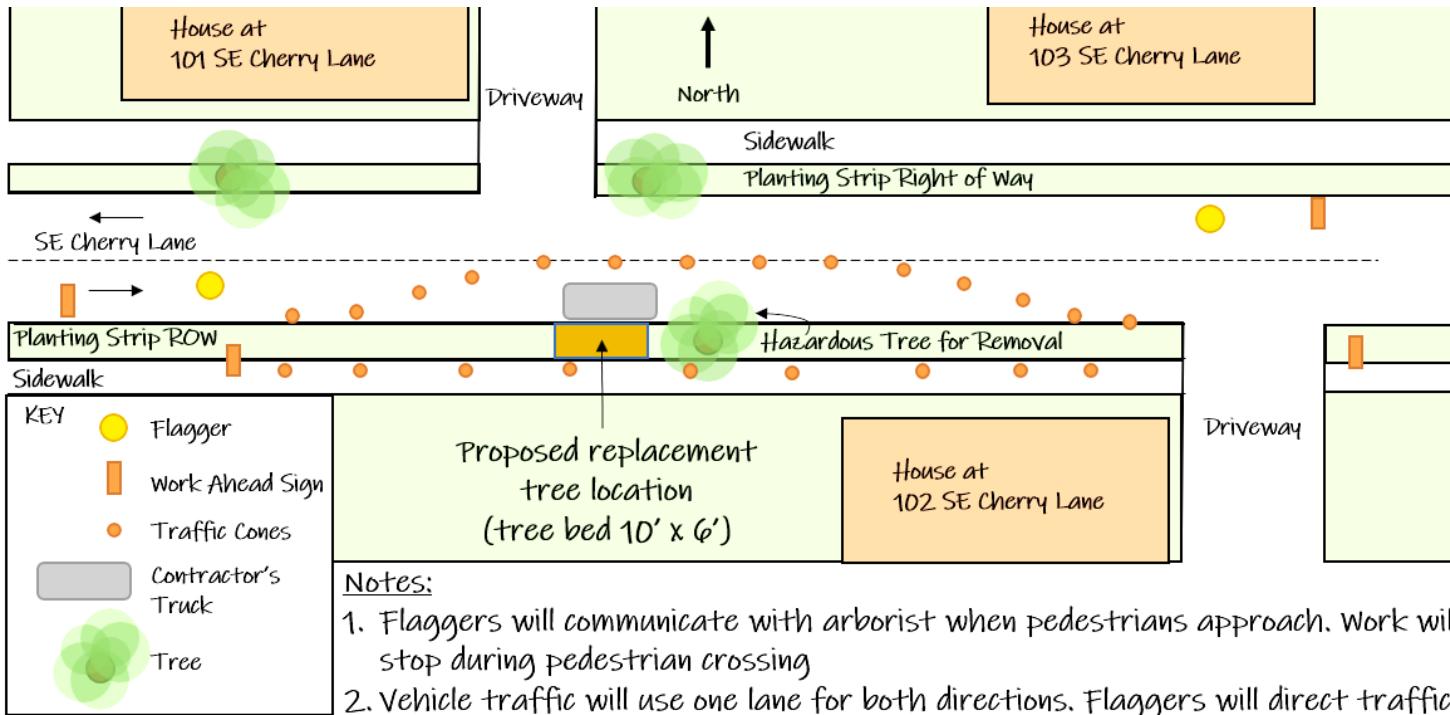
### **Tree Canopy Program**

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 City’s Parks Division in the fall (around November and December). All trees are at least 6 feet tall at time of planting. 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, which is updated by the end of June for the fall season.



# TREE PERMIT APPLICATION for TREE REMOVAL or PRUNING on PUBLIC or SEMI-PUBLIC LAND

## Example Project Sketch with Traffic Control Plan



## Tree Planting Guidelines

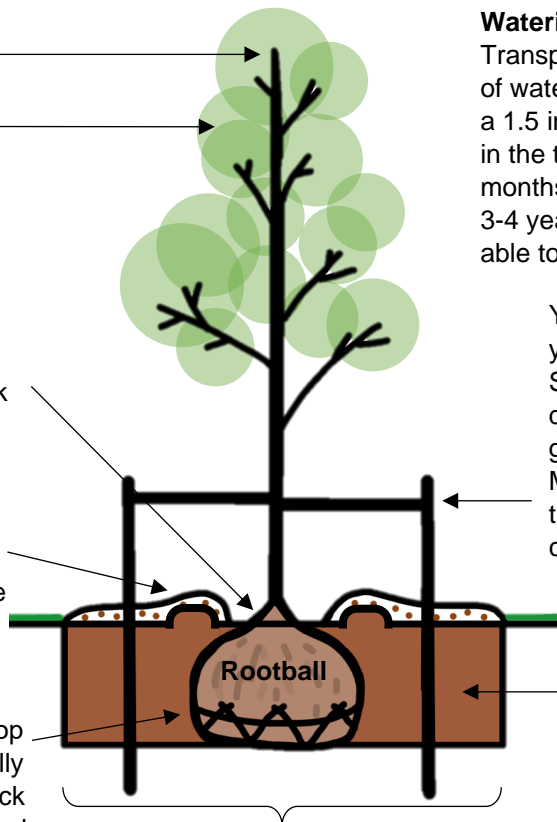
One "central leader."

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.

## **Prequalified Arborist Contractors for Tree Work in the Public Right-of-Way**

The City of Grants Pass currently has six (6) prequalified contractors who are certified arborists through the International Society of Arboriculture (ISA).

The City is currently pursuing the addition of more ISA certified contractors to this list. If you have a contractor in mind who is ISA certified but is not on our prequalified list, we strongly encourage you to ask them to apply.

Contractors can visit City Hall at 101 NW A Street, Grants Pass, Oregon 97526, or visit our website for the prequalification process and application: <https://www.grantspassoregon.gov/282/Prequalification-Requirements>  
Contractors may also reach out directly to Kendra Astry, our engineering staff member who processes the prequalification program. Her email address is [kastry@grantspassoregon.gov](mailto:kastry@grantspassoregon.gov).

<b>Company Name</b>	<b>Phone Number</b>
August Hunicke Arborists INC	541-659-9560
Canopy LLC	541-631-8000
Douglass Tree LLC	541-326-8116
Eric's Tree Service LLC	541-479-4064
J & J Tree Service LLC	541-772-9014
Siskiyou Tree Experts	541-450-4085

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