



## TREE PERMIT APPLICATION TREE PLANTING ONLY

### **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 public right-of-way. There is no fee for this permit.
- B) Trees in the public right-of-way are the responsibility of the adjacent property owner to maintain. Title 10 of the Grants Pass Municipal Code contains the regulations of trees in the right-of-way. You can find an online copy of the Municipal Code by visiting the City's website. [www.grantspassoregon.gov](http://www.grantspassoregon.gov)
- C) The "Tree Planting Only Tree Permit Application" can be submitted by the property owner (a contractor is not required for planting-only tree permits). Only completed applications may be approved by the City.
- D) If you have a **hazardous tree**, or are requesting to replace an existing tree, please fill out the "Tree Removal or Pruning Tree Permit Application" form. You can find this on the City's website or at City Hall.
- E) All trees planted in the public right-of-way MUST be a minimum of 1.75 inches in caliper, measured 6 inches above the root flare. Select a tree from the approved tree list found on the City's website. An example list is included on Page 2 of this application. **You must choose an approved tree before this permit can be approved.** Alternative trees may be reviewed for approval by the City per Article 23 Section 23.074 of the Development Code, if they meet the criteria.
- F) Measure the width of the right-of-way in which you wish to plant. This is measured between the curb and the sidewalk. This will help you determine which species are allowed and best suited for the right-of-way. Check to see if you have high voltage power lines above. If so, a smaller species is required.
- G) You must fill out the Project Sketch on Page 4. This will allow the City to inspect the site prior to issuing the permit. This inspection does not include calling for utility locates through 8-1-1. That is your responsibility.
- H) Although this permit may be issued, **it is the responsibility of the property owner (and contractor, if hired) to call for utilities through 8-1-1** (also known as the "Utility Notification Center" or "Call Before You Dig"). It is your responsibility to follow the rules, guidelines, and requirements of the 8-1-1 process.
- I) To submit this permit application, complete and return page 4 to the City of Grants Pass. 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

## TREE PLANTING ONLY

### 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 and have it planted in their yards or adjacent right-of-way by the City’s Parks Division in late fall (around 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. The City and its website contain the Tree Canopy Application, which is updated by the end of June for the fall season. <https://www.grantspassoregon.gov/325/Tree-Planting-Programs>.

**More programs exist!** Visit [www.grantspassoregon.gov/tree](http://www.grantspassoregon.gov/tree) for more information.

### Example List of Approved Street Tree Species

All replacement trees must be no less than 1.75 inches in caliper, which is measured 6 inches above the tree’s root flare (see guidelines on next page). Below is an example of approved species of trees. Alternative trees may be reviewed for approval by the Community Development Director per Article 23 Section 23.074 of the Development Code, if they meet the criteria.

Common Tree Name and ( <i>Scientific Name</i> )	Tree Qualities	Drought Tolerant	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	Yes	✓	✓		
Goldenrain Tree ( <i>Koelreuteria paniculate</i> )	Showy flowers Unique seeds	Yes	✓	✓		
Amur Maackia ( <i>Maackia amurensis</i> )	Showy flowers Fall color	Yes	✓	✓		
Persian Ironwood ( <i>Parrotia persica</i> )	Great fall color Unique bark	Yes	✓	✓		
Emerald Sunshine® Elm ( <i>Ulmus propinqua 'Emerald Sunshine - JFS-Bieberich'</i> )	Unique bark Disease resistance	Yes			✓	
Autumn Gold Ginkgo Biloba ( <i>Ginkgo biloba 'Autumn Gold'</i> )	Fruitless (Male) Fall color	Yes			✓	
Village Green® Japanese Zelkova ( <i>Zelkova serrata 'Village Green'</i> )	Fall color Wildlife	Yes			✓	
Black Tupelo ( <i>Nyssa sylvatica</i> )	Fall color Wildlife	Yes			✓	
Swamp White Oak ( <i>Quercus bicolor</i> )	Fall color Wildlife	Yes			✓	✓
Chinkapin Oak ( <i>Quercus muehlenbergii</i> )	Wildlife	Yes			✓	✓
Hardy Rubber Tree ( <i>Eucommia ulmoides</i> )	Fall color	Yes			✓	✓
Willow Oak ( <i>Quercus phellos</i> )	Fall color Wildlife	Yes				✓
Ponderosa Pine ( <i>Pinus ponderosa</i> )	Evergreen Native to So OR	Yes				✓
October Glory Red Maple ( <i>Acer rubrum 'October Glory'</i> )	Great fall color	Yes				✓

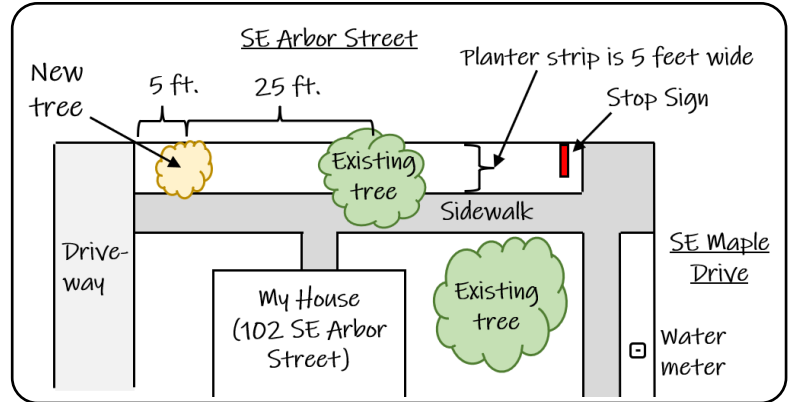


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## Example Project Sketch

Label the following (with distances from nearby new trees):

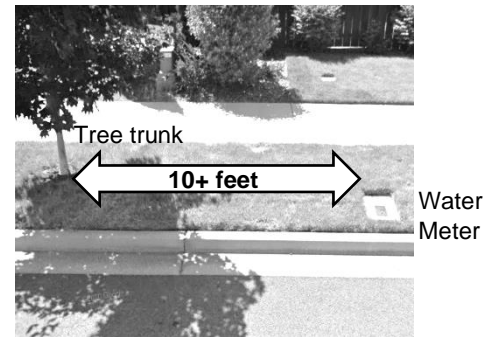
- Street names
- Sidewalks
- Planter strip width (in feet)
- New trees and existing trees
- Driveways
- Stop signs / traffic lights
- House or other building
- Water meters, stormwater inlets, sewer lines, fire hydrants, gas meters, streetlights
- Any other infrastructure nearby



## Tree Planting Guidelines

To reduce the likelihood of future issues with infrastructure, newly planted tree trunks **must** be planted no closer than the following distances from specific infrastructure:

- 20-40 feet from other trees (depending on tree canopy spread)
- 25 feet from intersections (or stop signs / traffic lights)
- 20 feet from streetlights
- 10 feet from water meters/lines, sewer laterals, gas meters, stormwater inlets, and fire hydrants
- 5 feet from utility poles and the edges of driveways



Example infrastructure setback

## Tree Quality and Planting:

One "central leader."

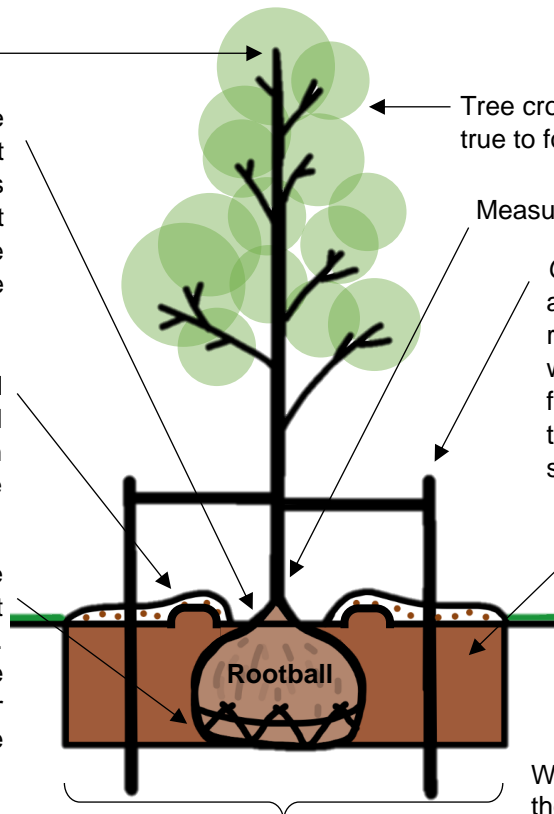
The "root flare" must be at the grade of the surrounding soil, or slightly above. Do not plant the tree deeper than this. If a tree is planted too deep, it can kill the root system. Trees planted too deep look like telephone poles sticking out of the ground.

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 or twine 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.

## Watering:

Transplanted trees typically require 10-gallons of water per week for every inch of caliper. For a 2-inch caliper tree, slowly pour 20 gallons in the tree bed each week. During very hot months, water twice a week. (In the winter, reduce watering frequency from weekly to monthly.) After 3-4 years, your tree should be established and able to obtain most of its water on its own.



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

Measure the caliper 6 inches above the root flare.

*Optional:* You may add tree stakes and arbor tie if you choose. They are not required. 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.

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

Width of tree bed must be at least double the width of the rootball.



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Submit this page.

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

Mailing Address: \_\_\_\_\_

Address for Tree Planting (if different from mailing address): \_\_\_\_\_

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

1. **Number of trees to be planted:** \_\_\_\_\_

2. **Are there overhead high voltage power lines on your side of the street?**  Yes  No  Unsure

3. **What tree species will be planted? Both common and scientific names are required. *Trees in the right-of-way must be at least 1.75 inches in caliper when planted. Tree species must be chosen from the City's Approved Street Tree List, or approved alternative. See page 2 for an example list of approved trees.***

Tree #1: Common Name: \_\_\_\_\_ Scientific Name: \_\_\_\_\_

Tree #2: Common Name: \_\_\_\_\_ Scientific Name: \_\_\_\_\_

*For more trees, attach an additional page listing the common and scientific names*

4. **OPTIONAL: If using a contractor, provide the following information (they must be pre-qualified with the City):**

Name: \_\_\_\_\_ ISA Number: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

5. **Do you understand the planting guidelines on page 3, and will you plant the tree(s) as explained in the guidelines?**  Yes  No

6. **Do you understand that trees in the public right-of-way are the responsibility of the adjacent property owner, including tree maintenance, and that a tree permit is required to perform work on any tree in the public right-of-way as required in Title 10 of the Grants Pass Municipal Code?**  Yes  No

7. **Project Sketch (see page 3 for an example)**

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