



# City of Tualatin

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## TREE REMOVAL PERMIT (TCP) INSTRUCTIONS AND REQUIREMENTS FOR TREE REMOVAL – SINGLE-FAMILY (SF) DWELLING REMODEL/REPLACEMENT

When a property owner wishes to remove trees, in order to remodel, add to, or replace an existing single-family dwelling; or in order to remodel, add to, replace, or newly construct an accessory structure; on property developed with an existing single-family dwelling, the property owner shall apply for a Tree Removal Permit as follows:

The Tualatin Development Code ([TDC](#)) regulates removal of trees in the City of Tualatin. A tree is defined as any living, standing woody plant having a trunk 8 inches or more in diameter, at widest cross section, at a point 4 feet above mean ground level. The removal of four or fewer trees within a single calendar year from a single parcel or continuous parcels under the same ownership is allowed without a permit, except when the tree to be removed is a Heritage Tree, is inside a Natural Resource Protection Overlay District or Wetlands Protection Area, or has been required to be retained under an Architectural Review approval.

TDC Sections 34.200 through 34.270 require an application for a Tree Removal Permit to be made to the Community Development Department - Planning Division. It shall be accompanied by information listed below. If any information is missing or incomplete, the Community Development Director will not act on the request until all necessary information is provided. The decision shall include findings of fact and conclusions based upon applicable criteria. A written decision will be sent to adjacent property owners. The Community Development Director's decision may be appealed within 10 City business days to the City Council. If there are no appeals, the decision will be final.

Before submitting a tree removal application, an applicant for a Tree Removal Permit must:

- An optional Scoping meeting is highly recommended prior to the required Pre-Application meeting. To schedule a Scoping or Pre-Application meeting with the Community Development Department – Planning Division, you may contact Lynette Sanford, Office Coordinator at 503-691-3026 or [lsanford@ci.tualatin.or.us](mailto:lsanford@ci.tualatin.or.us). The Pre-Application meeting should occur as the earliest step of your project. The application to request a Pre-Application meeting is available on the city website and the fee is \$220.00.
- Hold a neighborhood/developer meeting pursuant to TDC [31.063](#). [Make use of the neighborhood/developer meeting packet.](#)
- Be prepared to mail notice of application within the area pursuant to TDC [31.064\(1\)](#).
- Be prepared to post a sign on the subject property pursuant to TDC [31.064\(2\)](#) that resembles the design template shown on the certification of sign posting form within this packet. (Staff can provide an app number for you to fill in on the sign.)

**The following information shall accompany a Tree Removal Permit application:**

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City of Tualatin Community Development Dept - Planning Division

1. A completed [neighborhood/developer meeting packet](#).
2. A completed Application Form.
3. Application Fee. The most up-to-date fee info can always be found within the [City Fee Schedule](#).
4. A Tree Preservation Site Plan, drawn to a legible scale, illustrating the following information, as applicable to your property:
  - North arrow;
  - Property lines;
  - Existing and proposed topographical contour lines;
  - Existing and proposed structures;
  - Impervious surfaces;
  - Wells, septic systems, stormwater retention/detention facilities;
  - Existing and proposed utility and access locations;
  - Vision clearance areas;
  - All trees eight inches or more in diameter that are proposed for removal and proposed for preservation (including information on size, species, and tag i.d. number), with the following exception:
    - Where Clean Water Services (CWS) has approved delineation of a “sensitive area” or “vegetated corridor”, and CWS has required dedication of an easement that prohibits encroachment into the delineated area, and the CWS-required easement boundary is clearly illustrated and identified on the site plan, then all trees located within the CWS-required easement need not be individually identified on the Tree Preservation Site Plan.
5. A Tree Assessment Report, prepared by a qualified arborist, including the following information, as applicable to your property:
  - An analysis as to whether trees proposed for preservation can in fact be preserved in light of the development proposed, are healthy specimens, and do not pose an imminent hazard to persons or property if preserved;
  - An analysis as to whether any trees proposed for removal could be reasonably preserved in light of the development proposed and health of the tree;
  - A detailed justification for the proposed tree removal. The applicant must satisfactorily demonstrate that at least one of the following three criteria are met:
    - A. The tree is diseased, and
      - a. the disease threatens the structural integrity of the tree, or
      - b. the disease permanently and severely diminishes the aesthetic value of the tree, or
      - c. the continued retention of the tree could result in other trees being infected with a disease that threatens either their structural integrity or aesthetic value.
    - B. The tree represents a hazard which may include, but not be limited to:
      - a. the tree is in danger of falling, or
      - b. substantial portions of the tree are in danger of falling.

Tree Cutting Permit Instructions  
City of Tualatin Community Development Dept - Planning Division

- C. It is necessary to remove the tree to construct proposed improvements based on building permit.
- The Tree Assessment Report does not need to include analysis of trees located within the CWS-required easement where Clean Water Services (CWS) has approved delineation of a “sensitive area” or “vegetated corridor”, and CWS has required dedication of an easement that prohibits encroachment into the delineated area, and the CWS-required easement boundary is clearly illustrated and identified on the Tree Preservation Site Plan.
6. All trees on-site eight inches or more in diameter shall be physically identified and numbered in the field with an arborist-approved tagging system. The tag i.d. numbers shall correspond with the tag i.d. numbers illustrated on the site plan.
    - Trees located inside a delineated CWS-required easement boundary do not need to be tagged.
  7. Include a copy of the Washington or Clackamas County Assessor’s Map(s) showing the subject property and properties within the mailing area pursuant to TDC [31.064\(1\)](#). Note that the applicant carries the burden of mailing notice of applicant pursuant to this section. (One set of maps is sufficient.)
  8. Include the correct names and addresses of all owners of property within the mailing area pursuant to TDC [31.064\(1\)](#). Also include the applicant(s), if different from the owners of the subject property. The Tax Lot number and Assessors Map number must be included with each name and address. The Assessors numbers, names, addresses must be placed on the blank matrix or exact facsimile provided with the application materials. The spacing of the address on the matrix is critical because the addresses are reproduced onto pre-gummed address labels for mailing (one list of property owners is sufficient). Please include the map and tax lot number above each address so the list can be compared to the assessor’s map obtained in #3 above, to ensure an owner is listed for each property. Pre-gummed labels are available for purchase at Washington and Clackamas counties.
  9. A signed completed copy of the affidavit of sign posting.



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## APPLICATION FOR TREE REMOVAL

Applicant			
Name:		Company Name:	
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	Email:	
Applicant's Signature:			Date:
Applicant is: Owner _____ Renter _____ Other _____			
Tree Information			
Address of Tree (s):			
City:		State:	ZIP Code:
Phone:	Fax:	Email:	
Number of trees to be removed:		Tax Lot No:	Parcel size:
List the diameter (inches), species, location, and reason for each tree to be removed:			
<b>(Attach site plan showing location of each numbered tree to be cut. Attach an additional list if more than 3 trees are to be removed)</b>			
Property Owner			
Name:			
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	Email:	
Property Owner's Signature:			
<b>*Letter of Authorization is required if not signed y owner</b>			

Office Use		
Case No:	Date Received:	Received by:
Fee:	Receipt No:	
Affidavit of Sign Posting:	N/D Meeting Info:	

# TREE REMOVAL PERMIT (SINGLE-FAMILY) AFFIDAVIT OF SIGN POSTING



The applicant shall provide and post a sign pursuant to Tualatin Development Code (TDC) 31.064(2). Additionally, the 18" x 24" sign must contain the application number, and the block around the word "NOTICE" must remain **medium purple** composed of the **RGB color values Red 112, Green 48, and Blue 160**. Additionally, the potential applicant must provide a flier (or flyer) box on or near the sign and fill the box with brochures reiterating the meeting info and summarizing info about the potential project, including mention of anticipated land use application(s). Staff has a Microsoft PowerPoint 2007 template of this sign design available through the Planning Division homepage at <http://www.ci.tualatin.or.us/departments/communitydevelopment/planning>.

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As the applicant for the \_\_\_\_\_ project, I hereby certify that on this day, \_\_\_\_\_ sign(s) was/were posted on the subject property in accordance with the requirements of the Tualatin Development Code and the Community Development Department - Planning Division.

Applicant's Name: \_\_\_\_\_  
(PLEASE PRINT)

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

Date: \_\_\_\_\_