

## City of Eugene

### Urban Forestry Maintenance Removal Permit Program

#### **Goals:**

The Maintenance Permitting Program (MRP) provides property owners the option to pursue the removal and replacement of right-of-way trees and make infrastructure repairs **at their own expense** due to the following items:

- Damage to sidewalks, storm conveyance features or other infrastructure such as driveways, utilities etc.
- Trees that do not meeting current EC 7.280 planting standards. e.g. inappropriate or invasive species, improper siting due to size or utility conflicts.
- Poorly performing trees that provide low environmental or aesthetic value.
- That do not meet the City's criteria for immediate removal.

#### **Objectives:**

To allow property owners to remove and replace trees which are causing infrastructure damage prior to when major repairs would be required.

To avoid additional expenses for property owners by allowing removal and replacement before significant damage occurs.

To replace removed trees with species selected from the City's Approved Tree Species List that are appropriate for the site as established by EC 7.280. This may be accomplished by the home owner or by working with the City's current tree planting contractor or tree planting program.

To work with Neighborhood Associations and Home Owner Associations (HOA) to address neighborhood wide issues.

#### **Protocol:**

The Urban Forestry Maintenance Removal Permit Program will conform to the decision making process identified in the **Tree Conflict Resolution Policy for Sidewalks, Hardscape Infrastructure and Storm Water Conveyance Features** to determine if trees will be preserved or removed.

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**Actions:**

When a Maintenance Removal Permit inquiry is received, the permit inspector will:

- Contact the caller and explain the details of the program – who is responsible for what under an approved Maintenance Removal Permit – Tree removal and replacement; hardscape repairs.
- Inspect the site to perform: Right-of-way delineation; Inventory updating; record descriptions of tree and hardscape conditions.
  
- When sidewalks are involved: Contact the Sidewalk Inspector to request an inspection of public hardscape. The property owner will be required to perform necessary repairs as part of the Maintenance Removal Permit.
- When the tree(s) is in conflict with EC 7.280 or has low environmental value: Inspect the site to determine the correct course of action.
- Review the request, comparing the tree and hardscape conditions observed to the protocol for approval.
- Approve applications which meet the described criteria, after ascertaining that any necessary hardscape repairs have been arranged.
- Permit becomes valid only when signed by both Urban Forestry staff and the permit holder.
- Issue permit, enter into inventory program.
- Re-inspect site either when the permit date has expired, or when the permit holder notifies Urban Forestry that the work has been completed.
  - If inspection verifies that all permit specifications have been met, notify the permit holder that the permit is now completed and update inventory/MMS.
  - If permit specifications have not been met: The inspector will notify the permit holder of the actions necessary to gain compliance.
  - If the permit is invalid due to expiration with no work completed, inspector will contact permit holder and offer an extension or close permit.

Application for Street Tree Removal Permit:



**APPLICATION FOR STREET TREE REMOVAL PERMIT**

Date _____ Legal Owner _____ Mailing Address _____ Phone: (Home) _____ (Work) _____	Trees to be Removed from Public Right-of-Way: Location (if different from mailing address)- _____  Tax Lot Number _____  Plot Plan showing tree(s) to be removed and location of proposed improvements included with application? <input type="checkbox"/> Yes <input type="checkbox"/> No Landscape Replacement Plans included with application? <input type="checkbox"/> Yes <input type="checkbox"/> No Arborist's Report included with application? <input type="checkbox"/> Yes <input type="checkbox"/> No Application Fee included with application? <input type="checkbox"/> Yes <input type="checkbox"/> No Other City of Eugene permits required? <input type="checkbox"/> Yes <input type="checkbox"/> No												
Trees to be Removed: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Quantity</th> <th style="text-align: left;">Species</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table> Reason for Tree Removal(s) _____ Description of any Landscape replacement _____ _____		Quantity	Species	_____	_____	_____	_____	_____	_____				
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<p><b>Call for Locates: 1-800-332-2344</b></p> <p><b>ATTENTION:</b> Oregon law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through 952-001-0090. You may obtain copies of the rules by calling the center.                  (Note: the telephone number for the Oregon Utility Notification Center is (503) 232-1987).</p> <p><b>A Street Tree is:</b>                  A living, standing tree with a trunk diameter of at least 1.5 inches at a point six inches above mean ground level at the base of the trunk, and that is located within the public street right-of-way or is shown on an approved street tree plan.</p>													
<p><b>CITY USE ONLY</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Quantity</th> <th style="width: 25%;">Species</th> </tr> </thead> <tbody> <tr> <td>Date received _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Inspected by _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Date Inspected _____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> Comments: _____ _____			Quantity	Species	Date received _____	_____	_____	Inspected by _____	_____	_____	Date Inspected _____	_____	_____
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<p><b>Please note that this is an application form, not a permit.</b>                  Tree removal is not allowed until the applicant is in possession of an approved Street Tree Removal Permit.                  Questions regarding completion of this application form or the application review process may be directed to:                  City of Eugene, Office of Urban Forestry – Phone 682-4800                  1820 Roosevelt Blvd. Eugene, OR 97402</p>													

**MRP Template:**



**Public Works**

Parks and Open Space  
1820 Roosevelt Boulevard  
Eugene, OR 97402

Applicant Name  
Applicant Address  
Eugene, OR 9740X

**SUBJECT: City of Eugene Street Tree Maintenance Removal Permit for XXX, Site ID # XXXX, MRP-XXXX**

Dear. XXXX:

The XX trees located at the address listed above meet the criteria for removal due to the tree's poor condition and/or infrastructure conflicts. However, these tree(s) will not be removed by the City at this time because of the need to prioritize limited resources. Therefore, this Street Tree Maintenance Removal Permit application is approved, and the applicant is hereby permitted to remove and replace the above referenced street tree(s) at the applicant's own expense.

**Conditions of permit:**

1. The applicant shall be responsible for obtaining necessary utility locates for any work undertaken within the City-owned right-of-way by calling the Utility Notification Center at 1-800-332-2344. The City of Eugene shall not be held liable for any damage to private infrastructure located within the public right-of-way.
2. The applicant shall be responsible for the safe removal of the street tree(s), stump(s), and all associated debris from the public right-of-way.
3. The applicant shall be responsible for informing the Urban Forestry office (please call **Urban Forestry at 541-682-4800**) when removal of the tree(s) and the grinding of stump(s) has been completed.
4. The applicant shall be responsible for replacing the tree(s) to be removed with trees from the City of Eugene's Approved Street Tree Species List that are suitable for the soil type at the address listed above.
5. The replacement trees shall be planted by the applicant between the dates of MONTH, DAY, YEAR and April 15, YEAR.
6. Replacement tree(s) may be available through Eugene's non-profit group, Friends of Trees Eugene. Please contact Friends of Trees Eugene at **www.friendsoftrees.org or (541) 632-3683** to learn if they could provide a tree(s) for your site. However, if these tree(s) are not available from Friends of Trees Eugene, the applicant shall provide replacement tree(s) at the applicant's own expense. If tree(s) are provided by the applicant, a Street Tree Planting Permit (at no cost) shall be required to be completed by the applicant and approved by the City's Urban Forestry office prior to planting.

7. The applicant shall be responsible for watering and successfully establishing the replacement tree(s) for a period of three (3) years from the date of planting.
8. This permit is valid from MONTH, DAY, 201X – MONTH, DAY, 201X

**This permit is revocable under Eugene City Code Section 7.299. Failure to comply with the conditions of this permit will constitute a violation under Eugene City Code Sections 6.305.**

**This permit is not valid until it has been signed by the applicant and a copy returned to:**

**Matt Rivers  
Urban Forestry Program  
City of Eugene  
1820 Roosevelt Blvd.  
Eugene, OR 97402**

Sincerely,

Chris Girard  
Urban Forestry Manager

Applicant's signature: \_\_\_\_\_

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