



City of Durham

17160 SW Upper Boones Ferry Rd.
Durham, Oregon 97224

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HOW TO APPLY & SELECT THE CORRECT PERMIT TYPE

Please make your selection mindfully. A separate tree removal permit is required for each tree proposed for removal. The City will not review an application until the application contains all required information and the applicable permit fee. The City may request additional information if needed to determine whether the proposed tree removal meets the requirements of the selected permit classification.

This form applies to the removal of trees on private property that is not connected to a land use action under the Durham Development Code and is not on property owned by the City of Durham.

For purposes of the municipal tree code, a "tree" means a woody plant having a diameter at breast height of six inches or larger, or any mitigation tree required by the City to be planted under the tree code.

Please select the permit type that best describes the reason for the proposed tree removal.

TREE REMOVAL PERMIT TYPES

TYPE "A" PERMIT - Hazard Tree Removal Permit

Select this permit type if the tree may present a high or extreme risk. The City shall issue a hazard tree removal permit if the City Arborist determines that the tree is a hazard tree. A hazard tree is a tree that presents a high or extreme risk on the International Society of Arboriculture qualitative tree risk assessment as determined by the City Arborist.

TYPE "B" PERMIT - Dead or Declining Tree Removal Permit

Select this permit type if the tree is dead or in progressive and irreversible decline. The City shall issue a dead or declining tree removal permit if the City Arborist determines that the tree is a dead or declining tree. Factors that may be considered include unseasonable lack of foliage, brittle dry branches, lack of growth during the growing season, chlorotic foliage, thinning of the crown, significant branch mortality, top dieback, premature fall coloration and defoliation, or evidence of disease likely to lead to death.

TYPE "C" PERMIT - Property Damage Tree Removal Permit

Select this permit type if the tree is causing material damage, or is reasonably likely to cause material damage, to an existing structure or utility service. The applicant must demonstrate that the tree is causing or is reasonably likely to cause material damage, that the structure or utility service cannot reasonably be moved without further material damage, and that the damage cannot reasonably be prevented or alleviated by other measures, such as root pruning or installation of root barriers, as determined by the City Arborist.

TYPE "D" PERMIT - One Tree Per Year Removal Permit

Select this permit type if the tree is between six inches and ten inches DBH and is not being removed under another permit type. The City may issue this permit once per year per physical address. This

permit type does not apply to trees larger than ten inches DBH.

TYPE “E” PERMIT - Emergency Tree Removal Permit

Select this permit type if the condition of the tree presents an immediate danger to persons or property. Immediate danger may include circumstances where the tree is beginning to uproot, is starting to progressively lean, has cracks where the main branches connect to the trunk, is leaning on a structure, is leaning on another tree, or is in immediate danger of collapse such that a nonemergency tree removal permit could not first be obtained.

The City will review and issue or deny an emergency tree removal permit within two business days of acceptance of the application. If an owner determines that a tree presents an immediate danger to persons or property, the owner may remove the tree before issuance of the permit, but must apply for an emergency tree removal permit within five business days after removal. If the City determines that the tree did not qualify for an emergency permit, the removal is a violation of the tree code.

TYPE “F” PERMIT - Removal of Trees Pursuant to Issued Building Permit

Select this permit type if the tree or trees must be removed in order to execute an issued building permit. This permit type may apply only where the City has issued the applicable building permit and the tree removal is necessary to carry out that permit.

To qualify, at least 20% of all trees on the property must be preserved, at least 40% of the property’s existing canopy coverage must be preserved, and the preserved trees must be dispersed across at least 50% of the total area of the property, excluding the building footprint and man-made surfaces that reduce or prevent water absorption. If those standards cannot be met, the applicant must provide a written narrative and supporting information demonstrating why compliance is not possible and why additional tree removal is necessary due to existing or proposed utilities that cannot be relocated, or due to topography and cuts or fills that threaten the life of the tree as determined by the City Arborist.

Required Applicant Information

A complete application must include, at minimum, the applicant’s name, phone number, mailing address, email address, and the address of the property where tree removal is proposed; a statement that the applicant is the owner of the property; the DBH and species of the tree proposed for removal; the tree’s location marked on a site plan; a statement explaining the reason for removal and the permit type sought; photographic or video evidence showing that the tree meets the selected permit classification; consent for City officials, including the City Arborist, to enter the property to conduct a tree assessment; a signed statement that the information submitted is complete, accurate, and true; all applicable fees established by City Council resolution; and any other information reasonably required by the City.

If the tree trunk straddles multiple property lines, the application must be joined by the owner of each property straddled by the tree’s trunk.

Please email complete applications to cityofdurham@comcast.net or print and submit your application at time of payment.

Mitigation Notice

Mitigation is required for any tree removed pursuant to a tree removal permit and for any tree removed in violation of the municipal tree code. Mitigation may require planting a replacement tree from the City's approved tree species list that, at maturity, provides at least as much canopy coverage as the tree removed. If the City Arborist determines that on-site mitigation planting is not feasible, the applicant must pay an in-lieu-of fee in the amount established by City Council resolution.

Separate Permits Required

A separate tree removal permit is required for each tree proposed for removal.

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