

## Type 'A' Tree Removal Information

### When is a Tree Removal Permit required?

A Tree Removal Permit is required for all trees in Wilsonville measuring 6" or greater d.b.h. (the diameter of the tree trunk 4 ½ feet above ground).

### What qualifies for a Type 'A' Tree Removal Permit?

Removal of 1-3 trees on a property in a calendar year qualifies for a Type 'A' Tree Removal Permit unless a tree being removed is:

- A street tree;
- Within the a protected natural resource area (SROZ or Willamette River Greenway);
- A Heritage Tree; or
- Required to be retained as a condition of site development.

Tree removal requests not qualifying for a Type 'A' Tree Removal Permit can be submitted as a Type 'B' Tree Removal Permit.

### What is the application fee?

The application fee is \$20

### Who reviews a Type 'A' Tree Removal Permit?

The City's Planning Division staff reviews the permit. Granting or denying a tree removal permit under the authority of the City's Planning Director.

### What needs to be submitted for a Type 'A' Tree Removal Permit?

An application for a Type 'A' Tree Removal Permit must contain the following:

- A brief statement of why removal is necessary
- A brief description of the tree or trees proposed for removal including: common name, approximate height, diameter at 4 ½ feet above grade (d.b.h.) and apparent health.
- A drawing, map, or aerial photo clearly showing location of tree or trees to be removed.
- The name of the person, if known, doing the removal.
- Approximate date of removal
- Additional supporting information necessary to determine whether an application meets the requirements of the City's Tree Code.

### Can the City access my property to examine the tree or trees?

By submission of an application, the applicant shall be deemed to have authorized City representatives to have access to applicant's property as may be needed to verify information provided, to observe site conditions, and if a permit is granted, to verify that terms and conditions are followed.

### Who do I contact with additional questions about tree permits?

For additional questions or information the City's Planning Division can be reached at 503-682-4960 or [planning@ci.wilsonville.or.us](mailto:planning@ci.wilsonville.or.us)

Permit Fee \$20 Date Paid \_\_\_\_\_

**Planning Division**  
Type A Tree Removal Permit Application



29799 SW Town Center Loop East  
Wilsonville, OR 97070  
Phone: 503.682.4960  
Fax: 503.682.7025  
Web: [www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us)



Planning Division Approval Stamp

City Case File: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Printed Name: \_\_\_\_\_

Property Address (if no address, tax lot ID): \_\_\_\_\_

Property Owner's Mailing Address (if different than Property Address): \_\_\_\_\_

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

Brief explanation of why tree removal is necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief description of trees proposed for removal

include if known: common name, health and condition, approx. height, d.b.h (trunk diameter 4 1/2' above ground):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and phone number of person/company performing removal (if known):

\_\_\_\_\_

Any additional supporting information:

\_\_\_\_\_  
\_\_\_\_\_

Sketch of tree location on property:  
or attach site plan/aerial photo with tree called out

Staff comments:

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Staff checklist:

Trees in SROZ (Significant Resource Overlay Zone)  Yes  No

Willamette River Greenway:  Yes  No

Heritage Tree:  Yes  No

Trees in public right-of-way:  Yes  No

Trees preserved as condition of development?  Yes  No

Tree fund replanting assistance?  Yes  No