

Street Tree Removal Information & Submittal Requirements



Planning Department
231 NE Fifth Street ◦ McMinnville, OR 97128
(503) 434-7311 Office ◦ (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Overview

Public street trees are those located within public rights-of-way such as a parking strip (between the street and sidewalk) or within any other publicly owned property. Removal or heavy pruning of any tree on publicly owned property requires approval by the City. It is unlawful for any person to remove, destroy, break, or injure any street tree or public tree. Individuals cited for removing or destroying a tree without prior City approval may be subject to fine upon conviction by the Municipal Court.

An application to remove a street tree (other than those located in downtown McMinnville) is reviewed by the Landscape Review Committee (LRC). A request to remove a tree in downtown McMinnville is reviewed by the Planning Director.

For additional information related to street tree removal or trees in general, refer to Chapter 17.58 (Trees) of the McMinnville Zoning Ordinance.

Application Submittal

The following materials must be provided at the time of submittal, or the application will not be accepted for processing.

- A completed Street Tree Removal application form.
- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), showing the location of the tree(s) subject to the removal request, property lines, sidewalks, adjacent utilities (including overhead), and adjacent streets.
- Arborist report, photographs, and/or other information that would help substantiate or clarify your request.

Review Process

Following submittal of a complete application to the Planning Department, the application will be scheduled for review by the Planning Director or the LRC, depending upon the location of the tree(s) within McMinnville. Following consultation with appropriate staff, and/or inspection of the subject tree and site, the application will be reviewed and a decision made to either: allow the tree's removal; approve the request with conditions; or, deny the application.

The Planning Director or Landscape Review Committee is limited in its ability to approve tree removal requests to those instances in which one of the following situations can be demonstrated by an applicant:

- A. The tree is unsafe, dead, or diseased as determined by a Certified Arborist.
- B. The tree is in conflict with public improvements.
- C. The proposed removal or pruning is part of an approved development project, a public improvement project where no alternative is available, or is part of a street tree improvement program.
- D. A street tree within the downtown tree zone may also be removed if the Planning Director determines that the tree is causing repeated and excessive damage to sidewalks or other public or private improvements or structures.

A decision made by the Planning Director or the LRC may be appealed to the Planning Commission as stated in Section 17.72.170 (Appeal from Ruling of Planning Director) of the Zoning Ordinance.

Additional Provisions

- A. Trees subject to this ordinance shall be removed or pruned following accepted pruning standards adopted by the City.
- B. The applicant shall be responsible for all costs associated with the tree removal or pruning, or as otherwise required by this ordinance, and shall ensure that all work is done in a manner which ensures safety to individuals and public and private property.
- C. Approval of a request to remove a tree may be conditioned upon replacement of the tree with another tree approved by the City, or a requirement to pay to the City an amount sufficient to fund the planting and establishment by the City of a tree, or trees, of similar value.
- D. The applicant is responsible for grinding stumps and surface roots at least six inches below grade. At least a two-inch-thick layer of topsoil shall be placed over the remaining stump and surface roots. The area shall be crowned at least two inches above the surrounding grade to allow for settling, and shall be raked smooth. The applicant shall also restore any damaged turf areas and grades due to vehicular or mechanical operations, and reseed the area.
- E. Other conditions may be attached to the permit approval by the McMinnville Landscape Review Committee as deemed necessary.



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Office Use Only:

File No. _____
Date Received _____
Fee _____
Receipt No. _____
Received by _____

Street Tree Removal

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other _____

Applicant Name _____ Phone _____

Contact Name _____ Phone _____
(If different than above)

Address _____

City, State, Zip _____

Contact Email _____

Property Owner Information

Property Owner Name _____ Phone _____
(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address _____
(Property nearest to tree(s) for removal)

Assessor Map No. R4 - - Total Site Area _____

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation _____ Zoning Designation _____

Additional Information

1. How many trees are requested for removal? _____
2. What type (species) of tree(s) are they? _____
3. What is the diameter of the tree(s), measured four feet above ground level? _____
4. Why are you requesting the removal of the noted tree(s)? (See "Removal Criteria" on attached Information Sheet.) Explain which of the criteria is addressed through this application. _____

In addition to this completed application, the applicant must provide the following:

- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), showing the location of the tree(s) subject to the removal request, property lines, sidewalks, adjacent utilities (including overhead), north direction arrow, and adjacent streets.*
- Arborist report, photographs, and/or other information which would help substantiate or clarify your request.*

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature

Date

Property Owner's Signature

Date