

City of Detroit  
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## City of Detroit, Oregon TREE REMOVAL PERMIT APPLICATION/REQUEST FORM

Property Address: \_\_\_\_\_  
\_\_\_\_\_

Assessor's Map & Tax Lot (Marion County)

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_- Tax Lot(s) \_\_\_\_\_

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_- Tax Lot(s) \_\_\_\_\_

Zoning \_\_\_\_\_

Project Type (Please check all applicable):

Tree removal

**Note:** Approval of other permits (such as access and building) required may be prior to allowing final approval of a request for tree removal.

Size of the Project (# of units, lots, sq. ft., etc.):  
\_\_\_\_\_

Attachments:

Maps/Site Plan to scale (if larger than 11" x 17")

Including: \_\_\_\_\_

(1) 8 1/2" x 11" reduced copy of site plan

Power of Attorney (if applicable)

### Description of Request

(Written and detailed explanation of project related to request for tree removal)

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

(For Office Use)

COMPLETE PER: Engineering \_\_\_\_\_

Planning \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Authorized Representative (if different from applicant):

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Surveyor or Engineer (if applicable):

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

**CERTIFICATION:** I hereby certify that the information on this application is correct and that I own the property or the owner has executed a Power of Attorney authorizing me to pursue this application (attached).

\_\_\_\_\_  
(Signature of Owner or Attorney-in-Fact)      Date

\_\_\_\_\_  
(Signature of Additional Owner)      Date

(For Office Use)

Date Application Received: \_\_\_\_\_

Date Application Complete: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Initials: \_\_\_\_\_

File Number: \_\_\_\_\_

Attach a Site analysis map. At a minimum, the site map shall contain the following:

- a. The applicant's entire property including the property boundaries, dimensions and gross area on a plan that is drawn to scale;
- b. Topographic contour lines at intervals determined by the City for properties identified on the City of Detroit Slope Map;
- c. The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site;
- d. Potential natural hazard areas, including any areas identified as subject to a 100-year flood, areas subject to high water table, and areas mapped by the city, County, or State as having a potential for geologic hazards;
- e. Resource areas, including marsh and wetland areas, streams, wildlife habitat identified by the city or any natural resource regulatory agencies as requiring protection;
- f. Site features, including existing and proposed primary and accessory structures (including property line setbacks), calculation for percentage of lot coverage, pavement and/or parking spaces/area, areas having unique views, areas planned for grading, and drainage ways, and ditches;
- g. **The location, size and species of trees and other vegetation having a caliper (diameter) of eight (8) inches or greater at four (4) feet above grade;**
- h. North arrow, scale, names and addresses of all persons listed as owners on the most recently recorded deed;
- i. Name and address of project designer, engineer, surveyor, and/or planner, if applicable;
- j. Other information, as determined by the City Recorder or the City Recorder's designee. The city may require studies or exhibits prepared by qualified professionals to address specific site features.

Note: The City's Code, Section 1.2.6 (2) states, "The property owner provides for property survey stakes to be visible for use during building and site work inspections for new construction or remodeling that changes the "footprint" of the structure".

#### Significant Trees.

The City of Detroit Development Code defines a Significant Tree as : Any living, standing, woody plant, having a trunk eight inches or more in diameter or 25 inches in circumference, measured at a point four (4) feet above grade at the base of the trunk.

The Code indicates in Section 3.2.2 D. , "Protection Standards," that significant trees "shall be retained whenever practicable. Preservation may become impracticable when it would prevent reasonable development of public streets, utilities, or land uses permitted by the applicable land use district" and apply to individual properties regardless of whether or not the project requires approval of a building permit.

Requests for tree removal also need to take into consideration limitations on lot coverage as required according to the zone district in which the property is located. Lot coverage includes the main (primary) building and accessory structures. An accessory structure is determined as any portion above grade and includes patios (decks) as included as accessory structures. An accessory structure is considered attached if it is within four (4) feet of the main building and may be required to comply with required property setbacks according to the main structure.

All structures are also required to comply with front, rear and side yard setbacks as established by the zone district. Trees located within required "yards" are likely not eligible for removal.

Please note: Because “development” is defined by the City as improvements on site including building and other structures, parking and loading, paved or graveled areas, grading, and other activities such as “plazas” and walkway, a property owner/developer is advised to discuss with the City the need for a tree removal permit prior to beginning any on-site activities. Observation of a similar activity on another property within the community does not constitute that a similar activity on your property is permitted.

**Exemption Process Available:** The City’s Code, Section 3.2.2 F., allows for some **exemptions**. Protection standards do not apply in the following situations:

1. Dead, Diseased, and/or Hazardous Vegetation. *Vegetation that is dead or diseased, or poses a hazard to personal safety, property or the health of other trees, may be removed. Prior to tree removal, the applicant shall provide a report from a certified arborist or other qualified professional to determine whether the subject tree is diseased or poses a hazard, and any possible treatment to avoid removal, except as provided by subsection 2, below.*
2. Emergencies. *Significant vegetation may be removed in the event of an emergency without land use approval . . . when the vegetation poses an immediate threat of life or safety, as determined by the city. The City Recorder shall prepare a notice or letter of decision within ten (10) days of the tree(s) being removed. The decision letter or notice shall explain the nature of the emergency and be on file and available for public review at City Hall.*