

# Tree Removal and Planting Permit Application



COMMUNITY  
DEVELOPMENT

**Permit Center**  
710 NW Wall St  
Bend, OR 97701  
P: 541-388-5580  
F: 541-388-5519  
[www.bendoregon.gov](http://www.bendoregon.gov)

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**See reverse for submittal requirements**

Application date \_\_\_\_\_  
Submitter Name \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Site Address \_\_\_\_\_  
City State Zip Code

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## REMOVAL

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Number, type and size of trees to be removed (size shall be caliper size) \_\_\_\_\_  
\_\_\_\_\_

Location of tree(s) to be removed (description and closest addressed property) \_\_\_\_\_  
\_\_\_\_\_

Reason for removal \_\_\_\_\_  
\_\_\_\_\_

Who will be removing the tree \_\_\_\_\_

Will the work require a street lane closure  Yes\*  No \* If yes, separate permit is required

Will the tree(s) be replaced:  Yes  No\* \*If no, explain why \_\_\_\_\_  
\_\_\_\_\_

Replacement of removed trees shall be done on a 1:1 ratio unless there are compelling circumstances provided

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## PLANTING

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Number, type and size of trees to be planted\* (size shall be caliper size) \_\_\_\_\_  
\_\_\_\_\_

\*See attached Tree Removal/Planting Criteria for approved trees, placement locations, etc.

Location of tree(s) to be planted (description & closest addressed property) \_\_\_\_\_  
\_\_\_\_\_

Reason for planting (removal, new construction, new parking lot) \_\_\_\_\_  
\_\_\_\_\_

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Contact Oregon Utility Notification Center (1-800-332-2344 or 811); provide inquiry identification number  
\_\_\_\_\_

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**Approved**  **Disapproved**

Condition(s) of approval or reason(s) for disapproval \_\_\_\_\_  
\_\_\_\_\_

Decision by \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

## Submittal Requirements for Tree Removal/Planting

- Site plan showing proposed work – legible and drawn to scale of 1” to 20”, which shall include the following:
  - North arrow
  - Location of property lines abutting the area of proposed work
  - Location and name of streets, alleys and walkways in the area of and adjacent to the proposed work
  - Location of all driveways on the subject property and nearest driveway on adjacent properties
  - Location of known utilities and drainage facilities in the work area
  - Dimensions of proposed work, distance between driveways and property lines, property line for curb, etc.
  - Location and type of all traffic central devices (i.e. street signs) and street lights adjacent to the proposed work

### Tree Removal/Planting Criteria

**City of Bend Approved Tree List.** The City has developed a list of desirable trees for planting along streets in three size classes: low, medium and tall choices of trees shall be limited to the following list. Exceptions may be granted by the Planning Director:

Street trees shall be those species suitable for the location in which they are placed. Approved tree species include:

<b>1. Trees With Low Mature Tree Height (25 feet or less), for use in areas under power lines or in small planting areas:</b>	
Amur Maple/Acer ginnala	Hawthorn/Crataegus ‘variety’
Canada Red Cherry/Prunus Virginiana ‘Shubert’	Japanese Lilac Tree/ Syringa reticulata
Eastern Redbud / Cercis canadensis	Serviceberry/Amelanchier
Flowering Crabapple/Malus ‘variety’	
<b>2. Trees With Medium Mature Tree Height (30 to 45 feet):</b>	
American Hornbeam/Carpinus caroliniana	Hedge Maple/Acer campestre
Callery Pear/Pyrus calleryana	Mountain Ash/Sorbus acuparia ‘variety’
<b>3. Tall Mature Tree Height (50 feet or larger):</b>	
Green Ash/Fraxinus pennsylvanica	Pin Oak/Quercus palustris
Honey Locust/Gleditsia tricanthos ‘variety’	Red Maple/Acer rubrum ‘variety’
Littleleaf Linden/Tilia cordata	Red Oak/Quercus rubra
Norway Maple/Acer platanoides ‘variety’	Pin Oak/Quercus palustris
Green Ash/Fraxinus pennsylvanica	
<b>4. Other Tree Species: The review authority may approve other tree species as necessary to achieve the purposes of this Ordinance.</b>	
<b>5. Where the City has adopted a Street Tree Master Plan, those trees identified in the master plan shall be used.</b>	

**Growth Characteristics.** Trees shall be selected based on growth characteristics and site conditions, including available space, overhead clearance, soil conditions, exposure, and desired color and appearance. The following should guide tree selection:

1. Provide a broad canopy tree variety unless limited by overhead clearance.
2. Use lower-growing or open-branched trees for spaces under utility wires.
3. Select trees that can be “limbed-up” where vision clearance is a concern.
4. Use narrow or “columnar” trees where awnings, other building features, or narrow sidewalks limit growth, or where greater visibility is desired between buildings and the street.
5. Avoid using trees that are susceptible to insect damage, and avoid using trees that produce excessive seeds or fruit.
6. Select trees that are well adapted to the local environment, considering soil, wind, sun exposure, and exhaust. Drought-resistant trees should be used in areas with sandy or rocky soil.
7. Select trees for their seasonal color, as desired.
8. Use deciduous trees for summer shade and winter sun.

**Caliper Size.** The minimum caliper size at planting shall be 2 ½ inches DBH (diameter at breast height, or four feet above ground), based on the American Association of Nurserymen Standards. If the required caliper is not available, the Planning Director/Review Authority may accept replacement trees with an extended maintenance guarantee of two (2) additional years depending on substituted size.

**Spacing and Location.** Street trees shall be planted within existing and proposed planting strips, or in City approved sidewalk tree wells on streets without planting strips. Small stature trees shall be planted no closer to the curb or sidewalk than three (3) feet, medium trees - three (3) feet and large trees - four (4) feet. Root barriers may be required with street tree planting to protect the City’s curb and sidewalk. Street tree spacing shall be based upon the type of tree(s) selected and the canopy size at maturity. Small canopy trees and columnar shaped trees shall be planted no further than thirty (30) feet apart; medium and large canopy trees shall be planted no further than forty (40) feet apart, except where planting a tree would conflict with existing trees, retaining walls, utilities and similar physical barriers. A random spacing of street trees may be approved for the equivalent number of trees required for the length of the frontage.

**Sidewalk Tree Wells.** Street trees planted within sidewalk tree wells shall be installed with a City approved tree grate.

**Soil Preparation, Planting and Care.** The developer shall be responsible for planting street trees, including but not limited to, soil preparation, ground cover material, staking, and irrigation. The developer shall also be responsible for tree care (pruning, watering, fertilization, and replacement as necessary) during the first year after planting unless an extended maintenance time is required.

**Assurances.** The City shall require the owner/developer to provide a performance and maintenance bond in an amount equal to 120 % of the actual cost to purchase, plant and maintain for a minimum of one full growing season., to ensure the planting of the tree(s) and care during the first year after planting.

**Utility Easements.** All street trees shall be placed outside utility easements unless the utilities can be placed in a conduit for maintenance. If the existing parking/planter strip contains such easements and is not wide enough to also accommodate street trees, the street tree location requirement in Section D above, may be adjusted as approved by the Planning Director.