



THE CITY OF MADRAS

Application for Tree Planting, Removal or Pruning in the Public Rights-of-Way. Frequently Asked Questions and Definitions on Back Side.

Applicant: _____

Mailing Address: _____

Daytime Phone: _____ Email: _____

Property Owner: (if different than applicant) _____

Mailing Address: _____

Daytime Phone: _____ Email: _____

Site Address: _____

The requested permit is for (please check one): Tree & Stump Removal Major Pruning Tree Planting

Number of Trees: _____ Species (list all): _____

Location of Tree(s). Please describe where the tree(s) are located on the site: _____

Reason for tree removal/major pruning (see back of permit for allowable conditions): _____

Work to be done by: Owner Contractor Tenant

Expected work completion date (contact Public Works Department when work is completed): _____

Property Owner's Signature: _____ Date: _____

Official Use

This application is:

- approved with the conditions listed below
- denied for the reasons listed below

PERMIT IS VALID FOR 90 DAYS FROM THE DATE OF ISSUE. WORK DONE SHALL BE PERFORMED IN ACCORDANCE WITH THE TERMS AND PROVISIONS OF THE CITY OF MADRAS CODE AND THE URBAN FORESTRY MANAGEMENT PLAN.

Public Works Director: _____ Date of Issue: _____

When is a permit needed? *The city's municipal Ordinance 527 section 5.1 states that "a person shall obtain a permit approved by Public Works Director or designee prior to planting, removing or major pruning any tree located on a public area." City workers on official business and public utility companies that hold a current franchise agreement with the City are exempt from the permit requirement.*

What is a public area? *A public area is property owned by the City, all dedicated public rights-of-way and any property under the control of the City. For example, city parks, median strips and property paralleling a dedicated public street, including sidewalks, are all public areas. On most dedicated public streets, the public rights-of-way can be determined by measuring 30' out from the center of the pavement on the road.*

What is major pruning? *Major pruning is the selective removal of over 20% of a tree's crown (within an annual growing season) to meet specific goals and objectives. The crown is the leaves and branches of a tree measured from the lowest branch on the trunk to the top of the tree. TOPPING is NOT major pruning and is a prohibited activity.*

The activity I have planned does not require an approved permit. Can I go ahead and start work? *Before starting work, we recommend that you contact the Public Works Director or Parks Supervisor to make sure the planned activity will be conducted in accordance with the provisions of City of Madras Code. City Code prohibits certain activities and requires that measures be taken to protect a public tree from damage.*

What occurs after a permit application is submitted? *The application will be reviewed by the Public Works Director. The applicant and property owner will be notified of application approval or denial. In most instances, notification will be within 5 working days from submittal of application.*

What are the criteria that need to be met to receive approval to remove a tree? *Permits to remove public trees will be granted only if the Public Works Director or designee determine that at least one of the following conditions exists:*

- A.** The tree is hazardous and removal is the only treatment that will reverse the hazard. A hazardous tree is a tree or tree part that has a high potential to fail and cause damage or injury to people or property.
- B.** The tree is dead or dying, and its condition cannot be reversed.
- C.** The tree is diseased and presents a potential threat to other trees within the City.
- D.** The tree is causing damage to nearby public or private infrastructure and the damage cannot be corrected through permissible treatment or maintenance to the tree or the infrastructure.
- E.** The tree, which has been determined to be of fair or poor condition, is adversely affecting the health of adjacent public trees that have been determined to be of good or excellent condition.
- F.** The tree is located under an electrical power line and an ISA Certified Arborist / Utility Specialist has determined the tree will require topping to meet Oregon Public Utility Commission standards. An approved permit to remove a tree may include a provision requiring the permittee to replace the trees removed with trees approved by the Public Works Director or designee.

What are the criteria that need to be met to receive approval to plant a tree? *Permits to plant a tree on a public area or rights-of-way will be granted if the Public Works Director or designee determines that:*

- A.** The characteristics of the site will allow a tree to grow to a healthy mature size and do so without becoming a nuisance.
- B.** The tree species is tolerant of the site's characteristics.
- C.** The tree species is not on the Urban Forestry Master Plan prohibited list.

What are the criteria that need to be met to receive approval to major prune a tree? *Permits to perform major pruning of public trees will be granted if the Public Works Director or designee determines that at least one of the following objectives can only be met by pruning more than 20% of the tree's crown:*

- A.** Reduce risk of tree failure (branch or whole tree).
- B.** Maintain the health of the tree.
- C.** Mitigate tree interference with street or sidewalk traffic.

Are there work performance standards that need to be followed? *Yes. When tree removal is permitted, the stump must be removed within a 30 day period and a new tree planted to replace it. A copy of these standards is available for review at City Hall, and the City Public Works Building or on our website.*

Can I appeal the decision of the Public Works Director? *Yes, a written appeal must be filed with the City Recorder within 12 working days after the Public Works Director's decision.*

If you have further questions regarding the Public Tree Permit Application. Please Contact Jon Burchell; Parks Supervisor, ISA Certified Arborist at 541-475-2622 ext. 11 or Jeff Hurd; Public Works Director at 541-475-2344.