City of Springfield
Development Services Department
225 Fifth Street
Springfield, OR 97477
Planning@springfield-or.gov

Tree Felling Permit

Required Project Information	***(Applicant: complete this section)***
Applicant Name:	**Phone:**
Company:	**Email:**
Address:	
Applicant's Rep.:	**Phone:**
Company:	**Email:**
Address:	
Property Owner:	**Phone:**
Company:	**Email:**
Address:	
ASSESSOR'S MAP NO:	**TAX LOT NO(S):**
Property Address:	
Size of Property:	**Acres** ☐ **Square Feet** ☐
Description of Proposal: If you are filling in this form by hand, please attach your proposal description to this application.	
Signatures: Please sign and print your name and date in the appropriate box on the next page.	

Required Property Information		***(City Intake Staff: complete this section)***
Associated Cases:		**Placard:**
Case No.:	**Date:**	**Reviewed by:**
Application Fee: $	**Admin Fee: $**	**Notice Fee: $**
TOTAL FEES: $	**PROJECT NUMBER:**	

Signatures

Applicant: The undersigned acknowledges that the information in this application is correct and accurate.

_____ **Date:** _____

Signature

_____

Print

Owner: If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.

_____ **Date:** _____

Signature

_____

Print

Tree Felling Permit Application Process

1. Applicant Submits a Tree Felling Permit Application to the Development Services Department

- The application must conform to the *Tree Felling Permit Submittal Requirements Checklist* on page 4 of this application packet.
- Planning staff screen the submittal at the front counter to determine whether all required items listed in the *Tree Felling Permit Submittal Requirements Checklist* have been submitted.
- Applications missing required items will not be accepted for submittal.

2. City Staff Conduct Detailed Completeness Check

- Planning staff conducts a detailed completeness check within 30 days of submittal.
- The assigned planner notifies the applicant in writing regarding the completeness of the application.
- An application is not deemed technically complete until all information necessary to evaluate the proposed development, its impacts, and its compliance with the provisions of the Springfield Development Code and other applicable codes and statutes have been provided.
- Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial.

3. City Staff Review the Application and Issue a Decision

- This is a Type 2 decision and thus is made after public notice, but without a public hearing, unless appealed.
- Mailed notice is provided to property owners and occupants within 300 feet of the property being reviewed and to any applicable neighborhood association. In addition, the applicant must post one sign, provided by the City, on the subject property.
- There is a 14-day public comment period, staring on the date notice is mailed.
- Applications are distributed to the Development Review Committee, and their comments are incorporated into a decision that addresses all applicable approval criteria and/or development standards, as well as any written comments from those given notice.
- Applications may be approved, approved with conditions, or denied.
- The City mails the applicant and any party of standing a copy of the decision, which is effective on the day it is mailed.
- The decision issued is the final decision of the City but may be appealed within 12 calendar days to the Planning Commission or Hearings Official.

Tree Felling Permit Submittal Requirements Checklist

NOTE: If you feel an item does not apply, please state the reason why and attach the explanation to this form.

☐ **Submitted Concurrently** with Site Plan Review or Land Division applications, where applicable.

☐ **Application Fee -** refer to the *Master Fees & Charges Schedule* for the appropriate fee calculation. A copy of the fee schedule is available at the Development & Public Works Department and on the website at www.springfield-or.gov. The applicable application, administrative, and notice fees are collected at the time of complete application submittal.

☐ **Tree Felling Permit Application Form**

☐ **Proof of Ownership –** Deed or other recorded document

☐ **Narrative** explaining the proposal and any additional information that may have a bearing in determining the action to be taken, including findings demonstrating compliance with the Tree Felling Permit Criteria as specified in SDC 5.19.125 (see page 4 of this application).

NOTE: Before the Director can issue a Tree Felling Permit, information submitted by the applicant must adequately support the request. All of the Tree Felling Permit Criteria must be addressed by the applicant. Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial. In certain circumstances, it is advisable to hire a professional planner or land use attorney to prepare the required findings.

The Director or the Public Works Director may require the applicant to provide the services of a professional forester (approved by the City), licensed hydrologist, or licensed landscape architect in order to address the standards in SDC 5.19.125 for undeveloped property greater than 10 acres in size or 15% slope or above an elevation of 670 feet.

☐ **One (1) Copy and One (1) Digital Copy of a Plot Plan** drawn to scale to include:

- ☐ The species or common name of the trees
- ☐ The location of trees to be removed and their sizes
- ☐ The method of tree removal and the hauling route to be used
- ☐ A description of any plan (Vegetation and Re-vegetation Report) to replace, landscape, or otherwise reduce the effect of the felling that addresses the applicable criteria in SDC 5.19.125.

5.19.125 Criteria

The Director, in consultation with the Public Works Director and the Fire Chief shall approve, approve with conditions or deny the request based on the following criteria:

A. Whether the conditions of the trees with respect to disease, hazardous or unsafe conditions, danger of falling, proximity to existing structures or proposed construction, or interference with utility services or pedestrian or vehicular traffic safety warrants the proposed felling.

B. Whether the proposed felling is consistent with State standards, Metro Plan policies and City Ordinances and provisions affecting the environmental quality of the area, including but not limited to, the protection of nearby trees and windbreaks; wildlife; erosion, soil retention and stability; volume of surface runoff and water quality of streams; scenic quality; and geological sites.

C. Whether it is necessary to remove trees in order to construct proposed improvements as specified in an approved development plan, grading permits and construction drawings.

D. In the event that no Development Plan has been approved by the City, felling of trees will be permitted on a limited basis consistent with the preservation of the site's future development potential as prescribed in the Metro Plan and City development regulations, and consistent with the following criteria.

1. Wooded areas associated with natural drainageways and water areas shall be retained to preserve riparian habitat and to minimize erosion;

2. Wooded areas that will likely provide attractive on-site views to occupants of future developments shall be retained;

3. Wooded areas along ridge lines and hilltops shall be retained for their scenic and wildlife value;

4. Wooded areas along property lines shall be retained to serve as buffers from adjacent properties;

5. Trees shall be retained in sufficiently large areas and dense stands so as to ensure against windthrow;

6. Large-scale clear-cuts of developable areas shall be avoided to retain the wooded character of future building sites, and so preserve housing and design options for future City residents.

E. Whether the applicant's proposed replanting of new trees or vegetation is an adequate substitute for the trees to be felled.

F. Whether slash left on the property poses significant fire hazard or liability to the City.

G. Whether the felling is consistent with the guidelines specified in the Field Guide to Oregon Forestry Practices Rules published by the State of Oregon, Department of Forestry, as they apply to the northwest Oregon region.

H. Whether transportation of equipment to and equipment and trees from the site can be accomplished without a major disturbance to nearby residents.