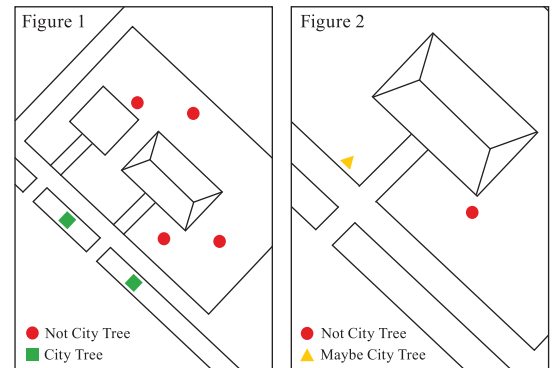


Reference: Applying for a City Tree Pruning Permit

DETERMINING IF PERMIT IS REQUIRED

Is the tree in front of my home a City tree? (Figures 1 & 2)

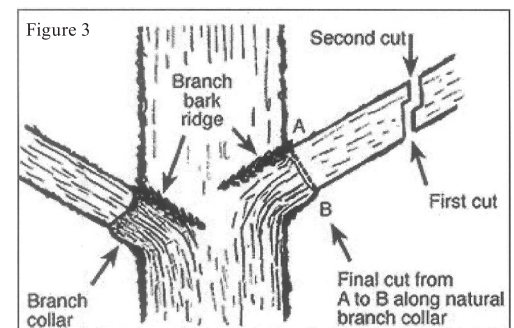
- Between street and sidewalk: Yes
- Back or side yard: No
- Between street and your house: Check with the City for measurement from the edge of the pavement toward your home.
- Curb attached sidewalk: Check with the City for measurement from the edge of the street toward your home.



If the tree is located on City right-of-way, you will need to apply for a tree pruning permit. However, the City provides “life/safety” pruning that includes raising low limbs from over the street and sidewalk (14’/8’), and pruning out larger deadwood (2” diameter or better). To be placed on the “life/safety” pruning list, call Public Works Dispatch at 503-588-6333. In addition, Administrative Rule Chapter 109, division 500, section 002, 2.7 allows pruning City trees without a permit under the following conditions:

On trees that have at least a 4-inch dbh (the diameter of a tree at 4.5’ from the ground—4” dbh, 12.5” circumference), up to three tree branches and three tree roots two inches or less in diameter may be pruned per year without a permit using accepted arboricultural practices.

To protect trees from limbs ripping out when pruning, use the 3-Cut Method (Figure 3).



PERMIT APPLICATION PROCESS

When applying for a tree pruning permit, you will need to provide the following information:

1. The name of owner of the property abutting the City tree.
2. The address of the property owner and the address of the tree, if different.
3. The location of the tree relative to the address (e.g., “next to the driveway to my house”).
4. The intent of the pruning (e.g, raise low limbs and prune out deadwood).
5. The approximate date of work.
6. The name and contact information of the City-licensed tree contractor who will be doing the work (list attached). If you plan to do the work yourself, enter “Self.”

Note: A work in right-of-way application may be required after review of street tree permit application.

Important Information

1. Tree work must meet *American National Standard for Tree Care Operations–Tree, Shrub and Other Woody Plant Maintenance–Standard Practices* (ANSI A300), American National Standards Institute. Current edition.
2. No reduction in tree/crown height will be allowed, and no more than one-third of the crown may be removed.
3. All cost of the pruning and refuse disposal is the responsibility of the Permit holder.
4. All phases of the pruning shall be done in a manner which is safe, protects all persons involved from injury, and protects all property from damage.
5. The Permit holder shall hold the City of Salem harmless in case of any injury and/or property damage.
6. Obtaining a separate Permit for work in the parking lane and any lane closure shall be the responsibility of the Permit holder. (*Construction Maintenance Temporary On-street Parking Permit–PAC Center, Work in Right-of-Way Permit–Public Works Development Services.*)
7. No work may be done to “Top,” or create or maintain a topiary form.

A permit will be issued when the applicant can meet one or more of the following criteria under *Salem Revised Code (SRC) 86.070 Tree Pruning and Certain Criteria:*

- a. A City tree is encroaching onto private property and causing injury to privately-owned trees or shrubs.
- b. A City tree is having an adverse effect on adjacent infrastructure or buildings that may be resolved by pruning or treatment.
- c. A City tree’s branches pose a threat to utility lines, cables, or other overhead structures.
- d. The pruning or treatment proposed is unlikely to harm the City tree.
- e. A City tree is obstructing clearance areas/zones as established in applicable administrative rules or Public Works Design Standards. (Ord No. 23-15)