



Tree Conservation Plan Adjustment Application

Planning/Permit Application Center
 City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3513
 503-588-6173 * planning@cityofsalem.net

(For office use only)
 Permit #:

If you need the following translated in Spanish, please call 503-588-6256.
 Si usted necesita lo siguiente traducido en español, por favor llame 503-588-6256.

Work site location and information

Street address or location of subject property	
Lot size	
Proposed use or type of development	
Original Tree Conservation Plan (TCP) case number	
Associated Subdivision/Partition case number	

People information

	Name	Full Mailing Address	Phone Number and Email address
Applicant			

Project information

Total number of trees on subject property prior to development	
Number of trees to be removed under original TCP	
Number of additional trees to be removed under all previously approved TCP Adjustments	
Number of trees to be removed under this TCP adjustment	
Total number of trees to be removed	
Total number of trees to be retained	
Percent of original trees retained after this adjustment	
Description of trees to be removed (species and size [dbh])	

Reason for adjustment (attach additional pages if needed)

Authorization by property owner(s)/applicant

***If the applicant and/or property owner is a Limited Liability Company (LLC), please also provide a list of all members of the LLC with your application.**

Copyright release for government entities: I hereby grant permission to the City of Salem to copy, in whole or part, drawings and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities.

Electronic signature certification: By attaching an electronic signature (whether typed, graphical or free form) I certify herein that I have read, understood and confirm all the statements listed above and throughout the application form.

Authorized Signature: _____

Print Name: _____ **Date:** _____

(For office use only)		
Received by	Date:	Receipt Number:

Not using Internet Explorer?
Save the file to your computer and email to planning@cityofsalem.net.

Section 2 (to be completed by staff)

Is TCPA inconsistent with approved TCP (or most recently approved TCPA)?	Yes	No
Are more than 5 additional trees to be removed?	Yes	No
Are less than 25% of total trees retained?	Yes	No
Are riparian trees/native vegetation to be removed?	Yes	No
Are significant trees to be removed?	Yes	No

If “Yes” is checked for any of the above questions, refer to extended review. Otherwise, review over-the-counter.

Check one of the following:

1. Adjustment to be reviewed over-the-counter.
2. Adjustment to be referred to Current Planning for extended review.

Section 3 (to be completed by staff)

Staff Finding: Adequate staff review has been completed in order to issue a decision on the proposed Tree Conservation Plan Adjustment. The Urban Planning Administrator or designee hereby elects to: (Check appropriate box.)

Approve this adjustment to TCP _____ pursuant to SRC 808.040. Staff has established that all applicable requirements of SRC Chapter 808, Preservation of Trees and Vegetation, have been met or shall be met by conditions of approval. The applicant shall be subject to the requirements of this decision, which is binding on the property until the issuance of a Notice of Final Completion. Any conditions or replanting requirements imposed by this approval shall be in addition to, and not in lieu of, any other conditions or replanting requirements previously or subsequently required for the original Tree Conservation Plan and any concurrent adjustments made thereto.

Deny this adjustment to TCP _____ pursuant to SRC 808.040. The applicant has failed to demonstrate adequate justification for the removal of trees proposed for removal under this adjustment and/or the applicable requirements of SRC Chapter 808, Preservation of Trees and Vegetation, have not been met.

Approval

Approval of this Tree Conservation Plan Adjustment shall require compliance with the following conditions as authorized by SRC 808.040(e):

1. The property owner, developer, and all representatives thereof shall comply with the **conditions attached hereto as Attachment 1**.
2. The property owner, developer, and all representatives thereof shall comply with the following additional condition(s):

Date of Decision:

Staff Name:

Staff Signature:

Appeals: Pursuant to SRC 300.420(e)(1)(C), the decision on a Tree Conservation Plan Adjustment may be appealed, pursuant to SRC 300.1010. Only the applicant or the owner of the subject property have standing to appeal the decision on a Tree Conservation Plan Adjustment. The decision of the Hearings Officer on appeal shall be the final decision of the City.

Attachment 1: Additional Conditions of Approval
Attachment 2: Tree Conservation Plan Adjustment

Attachment 1: Additional Conditions of Approval

The submitted Tree Conservation Plan Adjustment is consistent with the provisions of SRC Chapter 808. The developer, and all representatives thereof, shall comply with all applicable SRC Chapter 808 development standards, and shall comply with the following conditions:

1. No tree designated for removal on the approved Tree Conservation Plan Adjustment shall be removed prior to the Tree Conservation Plan Adjustment approval date.
2. Any changes to the approved Tree Conservation Plan Adjustment must be submitted to the Community Development Department in the form of another Tree Conservation Plan Adjustment application for review and approval.
3. No tree designated for preservation may be removed or critically damaged unless and until a Tree Conservation Plan Adjustment application is submitted to the Community Development Department and approval has been granted by the Planning Administrator. Failure to preserve trees marked for preservation may result in a civil penalty.
4. Prior to and during any grubbing, grading and construction activities, **all trees designated for preservation shall be protected from removal or critical damage. Trees designated for protection shall be clearly marked on-site.**
5. All trees and native vegetation designated for preservation under the tree conservation plan shall be marked and protected during construction. Any heritage tree or significant tree shall require that at least 70 percent of a circular area beneath the tree measuring one foot in radius for every one inch of dbh be protected by an above ground high-visibility silt fence, or its equivalent. **No grubbing, grading, construction, vehicle parking, or storage/disposal of materials/fill shall be allowed inside the protective fencing.** Protection measures shall continue until the issuance of a Notice of Final Completion for the single family or two family dwelling.
6. Each lot or parcel within the development proposal shall comply with the tree planting requirements set forth in SRC 808.050.