



# Tree Conservation Plan Application

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

(For office use only) Permit #:
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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

<b>Street address or location of subject property</b>	
<b>Lot size</b>	
<b>Proposed use or type of development</b>	

## People information

	Name	Full Mailing Address	Phone Number and Email address
<b>Applicant</b>			

## Project information

<b>How many trees are on the property (10" or more dbh)?</b> <small>(Tree means any living, standing, woody plant that grows to 15 feet or more in height, typically with one main stem called a trunk, which is 10 inches or more in dbh, and possesses an upright arrangement of branches and leaves (SRC 808.005(n)). dbh means diameter at breast height. Diameter at breast height is a tree's diameter measured in inches at 4½ feet above grade.)</small>	
<b>How many trees are proposed for removal?</b> <small>Removal means to cut down a tree or remove 30% or more of the crown, trunk, or root system of a tree; or to damage a trees so as to cause the tree to decline or die.</small>	
<b>How many trees are proposed for preservation?</b>	
<b>What percentage of the total trees will be preserved?</b>	
<b>If any riparian corridors are present on the site, name of the waterway</b> <small>The riparian corridor boundary is measured 50 feet horizontally from the top of bank on each side of a stream with the exception of the Willamette River, which measures 75 feet horizontally form the top of bank.</small>	
<b>How many trees within a riparian corridor are proposed for removal?</b>	
<b>What type of native vegetation within a riparian corridor proposed for removal?</b> <small>A list of native vegetation can be found in the Tree and Vegetation Technical Manual (SRC 808.005(o)).</small>	
<b>How many Oregon White Oaks 24" or more dbh are proposed for removal?</b>	

## 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.**

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**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:** \_\_\_\_\_

### Submittal requirements

- 1) **Site Plan:** Of a size and form and in the number of copies meeting the standards established by the Planning Administrator, containing information found in SRC 808.035(c)(1).
- 2) **Written Statement:** If the proposed tree conservation plan results in removal of significant trees, trees or native vegetation in a riparian corridor or shows preservation of less than 25 percent of the trees on site, a statement shall be provided demonstrating that there are no reasonable design alternatives that would enable preservation of such trees.
- 3) **Additional items that may be submitted or requested:** When a riparian corridor is located on the property, the tree conservation plan shall include the information found in SRC 808.035(c)(2).

### Appeal and review

The decision on a Tree Conservation Plan may be appealed, pursuant to SRC 300.1010. Only the applicant or the owner of the subject property have standing to appeal the decision of a Tree Conservation Plan. The decision of Hearings Officer on appeal shall be the final decision of the City.

**Not using Internet Explorer?**  
Save the file to your computer and email to [planning@cityofsalem.net](mailto:planning@cityofsalem.net).