



**CITY OF BEAVERTON**

Community Development  
Department  
Planning Division  
12725 SW Millikan Way  
PO Box 4755  
Beaverton, OR. 97076  
Tel: (503) 526-2420  
Fax: (503) 526-2550  
[BeavertonOregon.gov](http://BeavertonOregon.gov)

**OFFICE USE ONLY**

**FILE #:** \_\_\_\_\_  
**FILE NAME:** \_\_\_\_\_  
**TYPE:** \_\_\_\_\_ **RECEIVED BY:** \_\_\_\_\_  
**FEE PAID:** \_\_\_\_\_ **CHECK/CASH:** \_\_\_\_\_  
**SUBMITTED:** \_\_\_\_\_ **LWI DESIG:** \_\_\_\_\_  
**LAND USE DESIG:** \_\_\_\_\_ **NAC:** \_\_\_\_\_

**TREE PLAN APPLICATION**

PLEASE SELECT THE SPECIFIC TYPE OF TREE PLAN FROM THE FOLLOWING LIST:  
 TYPE 1 TREE PLAN ONE  TYPE 2 TREE PLAN TWO  
 TYPE 3 TREE PLAN THREE  TYPE 1 COMMERCIAL TIMBER HARVEST

**APPLICANT:**  Use mailing address for meeting notification.  Check box if Primary Contact

**COMPANY:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
(CITY, STATE, ZIP) \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_  
*(Original Signature Required)*

**APPLICANT'S REPRESENTATIVE:**  Check box if Primary Contact

**COMPANY:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
(CITY, STATE, ZIP) \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_  
*(Original Signature Required)*

**PROPERTY OWNER(S):**  Attach separate sheet if needed.  Check box if Primary Contact

**COMPANY:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
(CITY, STATE, ZIP) \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

*Note: A land use application must be signed by the property owner(s) or by someone authorized by the property owner(s) to act as an agent on their behalf. If someone is signing as the agent of the property owner(s), that person must submit a written statement signed by the property owner(s), authorizing the person to sign the application.*

**PROPERTY INFORMATION (REQUIRED)**

<b>SITE ADDRESS:</b> _____			<b>AREA TO BE DEVELOPED (s.f.):</b> _____
<b>ASSESSOR'S MAP &amp; TAX LOT #</b>	<b>LOT SIZE</b>	<b>ZONING DISTRICT</b>	<b>EXISTING USE OF SITE:</b> _____
_____	_____	_____	_____
_____	_____	_____	<b>PROPOSED DEVELOPMENT ACTION:</b> _____
_____	_____	_____	_____
_____	_____	_____	<b>PRE-APPLICATION DATE:</b> _____

**TREE PLAN APPLICATION**

**WRITTEN STATEMENT REQUIREMENTS - REQUIRED FOR ALL TREE PLAN APPLICATIONS**

- A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
  - *Have you submitted for a permit from another division?*
- B. CHECKLIST.** Provide **one (1) completed** copy of this four (4) page checklist.
- C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use.
  - Provide individual findings specifically addressing how and why the proposal satisfies each of the approval criteria specified in Section 40.90 (Tree Plan) of the City's *Development Code* (ORD 2050) [attached] for the relevant type of tree plan application.
  - Address all applicable provisions of Section 60.60 (Trees & Vegetation) of the Development Code.
- D. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.
- E. SITE ANALYSIS INFORMATION.**

Proposed parking modification: _____sq. ft.	<input type="checkbox"/> Existing building height: _____ft.
Proposed number of parking spaces: _____	Proposed building height: _____ft
Proposed use: _____	Existing building area: _____sq. ft.
Parking requirement: _____	Proposed building modification: _____sq. ft.
<input type="checkbox"/> Existing parking area: _____sq. ft.	<input type="checkbox"/> Existing landscaped area: _____sq. ft.
Existing number of parking spaces: _____	Percentage of site: _____%
	Proposed landscape modification: _____sq. ft.
	Percentage of site: _____%
- F. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** Pursuant to Section 50.25.1.F of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact Lindsey Obermiller, Environmental Plan Reviewer at 503-681-3653 or [ObermillerL@CleanWaterServices.org](mailto:ObermillerL@CleanWaterServices.org)
- G. PRE-APPLICATION CONFERENCE NOTES. (REQUIRED FOR TYPE 2, 3, & 4 APPLICATIONS ONLY)**  
Provide a copy of the pre-application conference summary as required by the City's *Development Code Section 50.25.1.E*. The Pre-Application Conference must be held within the one (1) year prior to the submission date of the proposed project application.

- H. NEIGHBORHOOD REVIEW MEETING. (REQUIRED FOR TYPE 3 APPLICATIONS ONLY)**  
 Provide the following information as required by the City's *Development Code Section 50.10.2*. The Neighborhood Review Meeting must be held within the six (6) months prior to the submission date of the proposed project application.
- 1. A copy of the meeting notice mailed to surrounding property owners and the NAC Representative
  - 2. A copy of the mailing list used to mail out the meeting notice.
  - 3. A written statement representative of the on-site posting notice.
  - 4. Affidavits of mailing and posting
  - 5. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
  - 6. Meeting minutes that include date, time and location, as well as, oral and written comments received.
  - 7. Meeting sign-in sheet that includes names and address of attendees.
  - 8. Documentation verifying that the meeting minutes and sign-in sheets have been provided to the NAC representative.
- I. OTHER REQUIREMENTS.** Provide documentation showing that the project proposed is permitted by, or satisfies the requirements of, other agencies and/or jurisdictions OR submit a schedule that details the forecasted submission and approval timelines for permits/applications to the respective agencies and/or jurisdictions.

**PLANS & GRAPHIC REQUIREMENTS - REQUIRED FOR ALL TREE PLAN APPLICATIONS**

All plans shall be presented at a minimum of **1" = 20'** engineering scale and on a maximum sheet size of **24" x 36"**. **A total of three (3) copies of each plan shall be submitted, unless otherwise noted. All plans shall be stapled together then folded to fit a legal size file jacket.**

Each of the following plans and drawings shall be submitted on separate sheets. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

**Include the following information as indicated:**

- A. EXISTING CONDITIONS PLAN (Required for Tree Plan Two and Tree Plan Three only):**
- 1. North arrow, scale and date of plan.
  - 2. Vicinity map.
  - 3. The entire lot(s), including area and property lines dimensioned.
  - 4. Points of existing access, interior streets, driveways, and parking areas.
  - 5. Location of all existing buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, tot lots, and lighting.
  - 6. Existing right-of-way and improvements.
  - 7. Dimension from centerline to edge of existing right-of-way.
  - 8. Existing topographical information, showing 2 ft. contours.
  - 9. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.
  - 10. Location of existing public and private utilities, easements, and 100-year floodplain.
  - 11. Location, quantities, size (diameter breast height (dbh)), genus and species of all Protected Trees and Community Trees, as applicable, that are 10" dbh or greater shall be shown on the site plan. Protected Trees include Significant Individual Trees, Historic Trees, Trees within a Significant Natural Resource Area or Significant Grove, and Mitigation Trees that are not grown for the purpose of bearing edible fruits and nuts for human consumption.
  - 12. Location of all western hemlock (*Tsuga heterophylla*), mountain hemlock (*Tsuga mertensiana*), Pacific madrone (*Arbutus andrachne*) and big-leaf maple (*Acer macrophyllum*) that are 6" dbh or greater and are within a Significant Natural Resource Area or Significant Grove.
  - 13. Identification of trees proposed for retention or removal.

- 14. Existing drip line canopy of individual trees or grove trees.
- 15. Existing root zone of each tree. Root zone is defined as an area 5 feet beyond the drip line of the tree.
- 16. Sensitive areas, as defined by Clean Water Services (CWS) standards.
- 17. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- 18. Tree Mitigation Table demonstrating the DBH of the surveyed trees on site, separated into conifer and deciduous categories, the DBH proposed for removal, how the DBH meets or exceeds the removal threshold, identifying the Mitigation Threshold (50% of the surveyed tree DBH on the site), the DBH to be mitigated and whether the DBH is to be mitigated on site, off site, or fee in lieu. An example table is given following 60.60.25.7.

**B. DIMENSIONED SITE PLAN. *The dimensioned site plan shall be required for Tree Plan 2 and 3 proposals and shall address the proposed development of a site pertaining to impacts to trees, and shall specify as applicable the following:***

- 1. North arrow, scale and date of plan.
- 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
- 3. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, and Community Trees, and identification of whether they are proposed to be removed or proposed to remain, as applicable. Trees within Significant Natural Resource Areas and Significant Groves are trees greater than 6" DBH for western hemlock (*Tsuga heterophylla*), mountain hemlock (*Tsuga mertensiana*), Pacific madrone (*Arbutus andrachne*) and big-leaf maple (*Acer macrophyllum*). All other trees measuring at least 10" DBH shall be shown on the site plan. Community Trees measure at least 10" DBH and are not trees that are grown for the purpose of bearing edible fruits or nuts for human consumption. Preserved trees shall be set aside in a separate tract, if the project includes a subdivision. Preserved trees shall be set aside in a conservation easement, if the project does not include a subdivision.
- 4. Dimensioned footprints of all structures and dimensioned area of all on-site parking and landscaped areas, and their lineal distance from trees proposed to be removed, to remain, or trees to be planted for mitigation.
- 5. Dimensioned tree mitigation areas specifying the location, quantities, size (diameter breast height), genus and species of trees within the mitigation area(s) identified, if applicable. Mitigation areas are to be set aside in a separate tract, if the project includes a subdivision. If the project does not include a subdivision, the mitigation trees must be set aside in a conservation easement.
- 6. Drip line canopy of individual trees or grove of trees.
- 7. Root zone area of each tree to be protected. Root zone is defined as an area 5 feet beyond the drip line of the tree.
- 8. Construction disturbance areas and methods to minimize construction impact including but not limited to the identification and location of construction fencing, the identification and location of erosion control measures, and the location of construction access roads including access to the public right-of-way.
- 9. Sensitive areas, as defined by CWS standards.
- 10. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- 11. Location of storm water quality/detention facilities.
- 12. Boundaries of development phases, if applicable.
- 13. Site grading information, showing 2 ft. contours.
- 14. Proposed right-of-way, dedications and improvements.
- 15. Dimension from centerline to edge of proposed right-of-way.

C. **DIMENSIONED SITE PLAN FOR PRUNING ONLY ACTIVITIES. For Type 1 Major Pruning as specified in 40.90.15.1.A.1 of the Development Code:**

- 1. North arrow, scale and date of plan.
- 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," & "rear."
- 3. Location, quantities, size (diameter breast height), genus and species of Significant Trees, Significant Groves, Trees within a Significant Natural Resource Area, or Historic Trees proposed for major pruning.
- 4. Identification of tree canopies to be affected, and the percentage loss of total canopy amount for each impacted tree.

D. **DIMENSIONED SITE PLAN FOR TREE PLAN 1 APPLICATIONS, OTHER THAN PRUNING. The dimensioned site plan shall be required for all Tree Plan 1 proposals and shall address the proposed development of a site pertaining to impacts to trees, and shall specify as applicable the following:**

- 1. North arrow, scale and date of plan.
- 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
- 3. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, and Community Trees, and identification of whether they are proposed to be removed or proposed to remain, as applicable. Trees within Significant Natural Resource Areas and Significant Groves are trees greater than 6" DBH for western hemlock (*Tsuga heterophylla*), mountain hemlock (*Tsuga mertensiana*), Pacific madrone (*Arbutus andrachne*) and big-leaf maple (*Acer macrophyllum*). All other trees measuring at least 10" DBH shall be shown on the site plan. Community Trees measure at least 10" DBH and are not trees that are grown for the purpose of bearing edible fruits or nuts for human consumption. Preserved trees shall be set aside in a separate tract, if the project includes a subdivision. Preserved trees shall be set aside in a conservation easement, if the project does not include a subdivision.
- 4. Dimensioned footprints of all trails, structures, and dimensioned area of all on-site parking and landscaped areas, and their lineal distance from trees identified in #3 above.
- 5. Drip line canopy of trees identified in #3 above.
- 6. Root zone area of each tree to be protected. Root zone is defined as an area 5 feet beyond the drip line of the tree.
- 7. Construction disturbance areas and methods to minimize construction impact including but not limited to the identification and location of construction fencing, the identification and location of erosion control measures, and the location of construction access roads including access to the public right-of-way.
- 8. Sensitive areas, as defined by CWS standards.
- 9. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- 10. Location of storm water quality/detention facilities.
- 11. Site grading information, showing 2 ft. contours.
- 12. Proposed right-of-way, dedications and improvements.
- 13. Dimension from centerline to edge of proposed right-of-way.
- 14. Description of finished trail surface.

***I have provided all the items required by this four (4) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.***

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## TREE PLAN ONE APPROVAL CRITERIA

**PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.**

An applicant for Tree Plan One shall address compliance with all of the following Approval Criteria as specified in 40.90.15.1.C.1-6 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Tree Plan One application.
- 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- 3. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- 4. If applicable pruning is necessary to improve tree health or to eliminate conflicts with vehicles or structures which includes, but is not limited to, underground utilities and street improvements.
- 5. If applicable, the removal of vegetation or clearing and grubbing is necessary to accommodate the physical development in the area in which the removal is proposed.
- 6. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.

## TREE PLAN TWO APPROVAL CRITERIA

Revised 07/2009

**PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.**

An applicant for Tree Plan Two shall address compliance with all of the following Approval Criteria as specified in 40.90.15.2.C.1-14 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Tree Plan Two application.
- 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- 3. If applicable, removal of any tree is necessary to observe good forestry practices according to recognized American National Standards Institute (ANSI) A300-1995 standards and International Society of Arborists (ISA) standards on the subject.
- 4. If applicable, removal of any tree is necessary to accommodate physical development where no reasonable alternative exists.
- 5. If applicable, removal of any tree is necessary because it has become a nuisance by virtue of damage to property or improvements, either public or private, on the subject site or adjacent sites.
- 6. If applicable, removal is necessary to accomplish public purposes, such as installation of public utilities, street widening, and similar needs, where no reasonable alternative exists without significantly increasing public costs or reducing safety.
- 7. If applicable, removal of any tree is necessary to enhance the health of the tree, grove, SNRA, or adjacent trees to eliminate conflicts with structures or vehicles.
- 8. If applicable, removal of any tree(s) within a SNRA or Significant Grove will not result in a reversal of the original determination that the SNRA or Significant Grove is significant based on criteria used in making the original significance determination.
- 9. If applicable, removal of a tree(s) within a SNRA or Significant Grove will not result in the remaining trees posing a safety hazard due to the effects of windthrow.
- 10. The proposal is consistent with all applicable provisions of Section 60.60 Trees and Vegetation and Section 60.67 Significant Natural Resources.
- 11. Grading and contouring of the site is designed to accommodate the proposed use and to mitigate adverse effect(s) on neighboring properties, public right-of-way, surface drainage, water storage facilities, and the public storm drainage system.
- 12. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- 13. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.

## TREE PLAN THREE APPROVAL CRITERIA

**PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.**

An applicant for Tree Plan Three shall address compliance with all of the following Approval Criteria as specified in 40.90.15.3.C.1-15 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Tree Plan Three application.
- 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- 3. If, applicable, removal of a diseased tree or a tree is necessary because the tree has been weakened by age, storm fire, or other condition.
- 4. If applicable, removal is necessary to enhance the health of the grove or adjacent tree(s) to reduce maintenance, or to eliminate conflicts with structures or vehicles.
- 5. If applicable, removal is necessary to observe good forestry practices according to recognized American National Standards Institute (ANSI) A300-1995 standards and International Society of Arborists (ISA) standards on the subject.
- 6. If applicable, removal is the minimum necessary to accommodate physical development because no reasonable alternative exists for the development at another location on the site and variances to setback provisions of the Development Code will not allow the tree(s) to be saved or will cause other undesirable circumstances on the site or adjacent properties.
- 7. If applicable, removal is necessary because a tree has become a nuisance by virtue of damage to personal property or improvements, either public or private, on the subject site or on an adjacent site.
- 8. If applicable, removal is necessary to accomplish a public purpose, such as installation of public utilities, street widening, and similar needs where no reasonable alternative exists without significantly increasing public costs or reducing safety.
- 9. If applicable, removal of a tree(s) within a SNRA or Significant Grove will not result in the remaining trees posing a safety hazard due to the effects of windthrow.
- 10. If applicable, removal of a tree or trees within a SNRA will not reduce the size of the grove to a point where the remaining trees may pose a safety hazard due to the effects of windthrow.
- 11. If applicable, removal of a tree within a Historic Grove will not substantially reduce the significance of the grove in terms of its original designation on the list of Historic Groves.



- ❑ 12. The proposal is consistent with all applicable provisions of Section 60.60 Trees and Vegetation and Section 60.67 Significant Natural Resources.
- ❑ 13. Grading and contouring of the site is designed to accommodate the proposed use and to mitigate adverse effect(s) on neighboring properties, public right-of-way, surface drainage, water storage facilities, and the public storm drainage system.
- ❑ 14. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- ❑ 15. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.