City of Cannon Beach Right-of-Way/Property Owned by the City
Tree Removal Application

Please fill out this form completely. Please type or print.

Applicant Name: Stan and Rebecca Roberts

Mailing Address: 925 Lake Street South, Apt. 201, Kirkland, WA 98057

Phone: 206-465-4220 Email: stan.milliman@gmail.com

Abutting Property Owner Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Property Location: Nenana from Hemlock to Ocean Ave. **Map/Tax Lot Number**: 5N 10W 31AA 600

The city shall issue a tree removal permit if one of the following criteria is met. Please circle the letter of the criteria that applies.

These criteria require a Tree Removal Report from an International Society of Arboriculture (ISA) Certified Arborist:

A. You are constructing a structure or development approved and allowed by pursuant to Cannon Beach Municipal Code 17.70.030, which involves any form of ground disturbance; including required vehicular and utility access. **SEE ATTACHMENT A – Removing Trees Because of Construction.**

B. Removal of a tree for the health and vigor of surrounding trees.

These criteria require an ISA Tree Hazard Evaluation Form prepared by an ISA Certified Arborist:

C. The tree presents a safety hazard, where:
   1. The condition or location of the tree presents either a foreseeable danger to public safety, or a foreseeable danger of property damage to an existing structure; and,
   2. Such hazard or danger cannot reasonably be alleviated by pruning or treatment of the tree.

D. The tree was damaged by storm, fire or other injury, which cannot be saved by pruning.

You must submit a tree removal permit with a reason if:

E. The tree is dead.

F. Tree removal is necessary to provide solar access to a solar energy system where pruning will not provide adequate solar access:
   1. The city may require documentation that a device qualifies for Oregon Department of Energy Solar Tax Credit, or other incentive for installation of solar devices offered by a utility.
   2. No tree measuring more than 24 inches in diameter shall be removed for solar access.

G. Tree removal is for landscaping purposes, subject to the following conditions:
   1. The tree cannot exceed 10 inches in diameter.
   2. A landscape plan for the affected area must be submitted and approved by the City.
   3. The landscape plan must incorporate replacement trees for the trees removed. The replacement trees must be at least six feet in height or have a two-inch caliper; and,
   4. The City shall inspect the property one year after the approval of the permit to ensure the landscape plan has been implemented.

If your tree presents an immediate danger of collapse and if such potential collapse represents a clear and present hazard to persons or property, **please contact the Community Development Director (CDD)**. If it is determined by the CDD that there is an immediate danger, then a tree removal permit is not required prior to tree removal. However, within seven days after the tree removal, the tree owner shall make application for an after-the-fact permit. Where a tree presents an immediate danger of collapse, a complete ISA Tree Hazard Evaluation Form prepared by a certified arborist is not required. Where a safety hazard exists, as defined by this subsection, the city may require the tree's removal. If the tree has not been removed after forty-eight hours, the city may remove the tree and charge the costs to the owner.

Attach a site plan showing the location and type of all trees on the property, including the trees to be removed. Indicate the location of replacement trees and the type. SEE ATTACHMENT B – Site Plan. Attach photos of the trees to be removed and mark the trees with ribbon.

Explain how the request meets one or more of the applicable criteria. Include the number and type of trees requested for removal. If appropriate, explain why pruning would not accomplish the same goal as tree removal.

Application fee: $50.00 for 1-4 trees; $100 for 5 or more trees

Note: The application fee is a **nonrefundable** fee that is due upon receipt of application, whether the removal request is approved or denied.

Municipal Code Section 17.70.030.I. For tree removal requests of trees located in a street right-of-way, or on property owned by the city, property owners within one hundred feet of the tree(s) requested for removal shall be notified of the proposed action. The notification shall also be posted on the city's website, and on the bulletin board at City Hall, and at the Post Office. In making its decision on such a tree removal request, the city shall consider comments received within ten days of the date of the mailing of the property owner notification. To be considered, comments must address the tree removal criteria of Section 17.70.020. Any person who has commented on the tree removal request shall be notified of the city's decision and may appeal that decision in accordance with subsection H.

Applicant Signature_____Date: _____

I understand, as the applicant signature, the cost of the tree removal and cleanup is my full responsibility and I am responsible if an approved tree removal permit is violated in any way. I must comply with all City requirements included with the approval, and I must notify the City 48-hours prior to the removal.

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Date: Fee Paid: $_____ Receipt Number: _____ Permit #: _____

Date Notice Mailed: _____ Date of 10-day waiting period: _____

Comments Received: Yes ☐ No ☐ Application is: ☐ Approved ☐ Denied

☐ Approved - Tree replacement required per Cannon Beach Municipal Code 17.70.040, Tree Replacement Policy.

☐ Approved with comments:

By: _____ Date: _____

Decisions on the issuance of a tree removal permit may be appealed to the Planning Commission in accordance with Section 17.88.140 a, of the Municipal Code.

ATTACHMENT A
Removing Trees Because of Construction

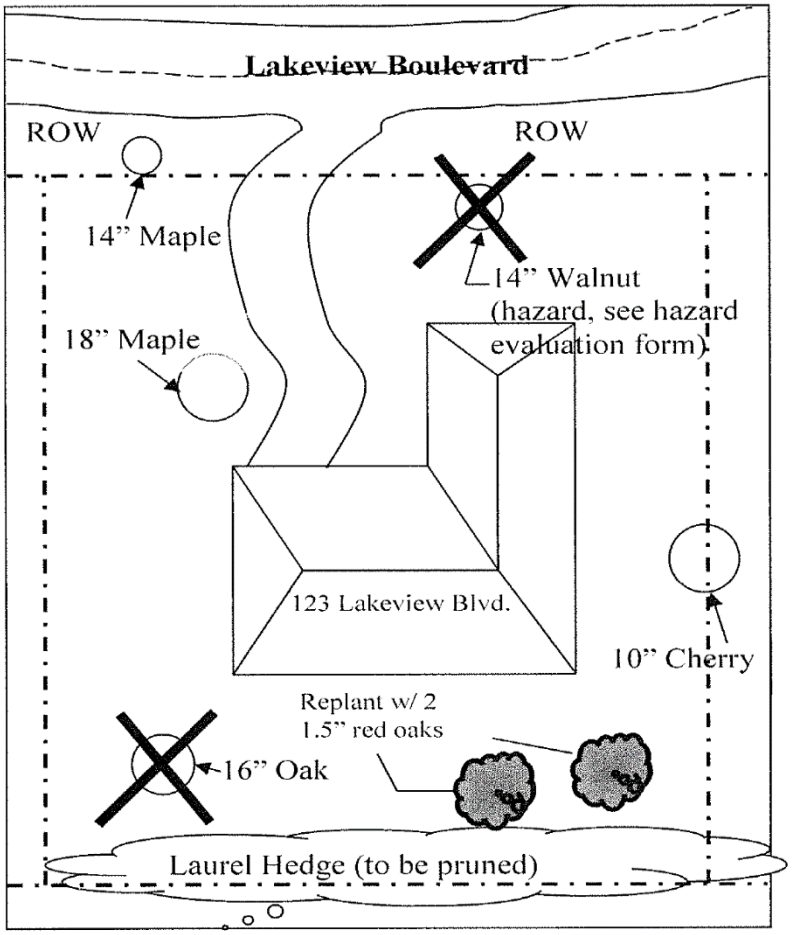
If you are constructing a structure or development which involves any kind of ground disturbance; including required vehicular or utility access, prior to beginning construction, you must:

1) Contact a certified arborist
2) If the certified arborist determines that no trees will be affected by the proposed construction, then the certified arborist should write a letter stating these findings. **NOTE**: The City reserves the right to have the City Arborist review all arborist recommendations and make an independent report for Administrative review. All administrative decisions may be appealed.
3) If the certified arborist determines that trees will be affected,
    a. A site plan must be submitted with a Tree Removal permit. The Site Plan should indicate the location of all trees over 6" DBH on the subject property or off-site (in the adjoining right-of-way or on adjacent property) whose root structure might be impacted by excavation associated with the proposed structure, or by soil compaction caused by vehicular traffic or storage of materials.
    b. Measures must be taken to avoid damaging trees not proposed for removal, both on the subject property and off-site (in the adjoining right-of-way or on adjacent property).
    c. The area where a tree's root structure might be impacted by excavation, or where soil compaction caused by vehicular traffic or storage of materials might affect a tree's health, shall be known as a Tree Protection Zone (TPZ).
    d. Prior to construction the TPZ shall be delineated by hi-visibility fencing a minimum of 3.5 feet tall, which shall be retained in place until completion of construction. Vehicular traffic, excavation and storage of materials shall be prohibited within the TPZ.

The city may require the replanting of trees to replace those being removed.

ATTACHMENT B
SITE PLAN EXAMPLE FOR A TREE REMOVAL APPLICATION

A site plan is required as part of your tree removal request. The site plan should be on an 8.5” x 11” size paper, or larger and include the following information.



Items to include on your Site Plan:

- Address of the Tree Removal Site;
- Property lines;
- Public Right of Way, including the name of any streets;
- Existing or proposed structures;
- Creeks, Streams, or any other natural features;
- Location of any existing 6” or larger tree, as measured from breast height (approximately 4’ from the ground), with diameter size and type of tree;
- Please indicate by clearly marking those proposed for removal with an “X”

Within 24 Hours of submitting your application, mark the tree(s) with yellow ribbon.