



## TREE PERMIT APPLICATION TREE PLANTING ONLY

### Important Information to Read Before Submitting this Tree Permit Application:

- A) A permit is required in order to plant, prune, remove, or otherwise disturb a tree on public or semi-public property, including the right-of-way. There is no fee for this permit.
- B) This permit application can be submitted by the landowner (a contractor is not required for planting only tree permits). Only completed and signed applications may be approved by the City.
- C) If you have a **hazardous tree**, or are requesting to replace an existing tree, please fill out the “Tree Removal or Pruning” permit application form. You can find this on the City’s website or at City Hall.
- D) All trees planted in the City right-of-way MUST be a minimum of 1.5 inch caliper. Select a tree from the approved tree list found on the City’s website. An example list is included on Page 3 of this application. **You must choose an approved tree before this permit can be approved.** Alternative trees may be reviewed for approval by the Parks & Community Development Director per Article 23 Section 23.074 of the Development Code, if they meet the criteria.
- E) Measure the width of the right-of-way in which you wish to plant. This is measured between the curb and the sidewalk. This will help you determine which species are allowed and best suited for the right-of-way. Check to see if you have high voltage electric lines above. If so, a smaller species is required.
- F) You must fill out the Project Sketch/Diagram on Page 2. This will allow the City to inspect the site prior to issuing the permit. This inspection does not include calling for utilities through 8-1-1. That is your responsibility.
- G) Although this permit may be issued, **it is the responsibility of the landowner (and contractor, if hired) to call for utilities through 8-1-1** (also known as the “Utility Notification Center” or “Call Before You Dig”). It is your responsibility to follow the rules, guidelines, and requirements of the 8-1-1 process.



Know what's below.  
**Call before you dig.**



**Return completed application to the City of Grants Pass by:**

Mailing or dropping off at: “Tree Permit App” 101 NW A Street, Grants Pass, OR 97526, or  
Email: [tmecum@grantspassoregon.gov](mailto:tmecum@grantspassoregon.gov) (Type “Tree Permit Application” in Subject Line of Email)

### Summary of Requirements

This permit →

Requirement	Pruning	Hazardous Tree Removal	Non-hazardous tree removal	Planting (not replacing an existing tree)
Tree Permit Application filled out by Pre-qualified Contractor & Approved by the City	Yes	Yes	Yes	No
Tree Permit Application filled out by the Landowner & Approved by the City	No	No	No	Yes
ISA Certified Arborist	Yes	Yes	Yes	No
Project Sketch/Diagram (page 2)	Yes	Yes	Yes	Yes
Traffic Control Plan	Yes	Yes	Yes	No
City Financial Assistance (page 3)	No	Possible (“50/50 Program”)	No	Possible (“Tree Canopy Program”)
Replace Tree	No	Yes	Yes	N/A
Call 8-1-1 Before Any Work	No	Yes	Yes	Yes



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Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address for Tree Planting: \_\_\_\_\_ Nearest Intersection: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

1. Number of trees to be planted: \_\_\_\_\_

2. What tree species will be planted? Both common and scientific names are required. *Trees in the right-of-way must be at least 1.5 inches in caliper when planted. Tree species must be chosen from the City's Approved Street Tree List, or approved alternative. See last page for an example list of approved trees.*

Tree #1: Common Name: \_\_\_\_\_ Scientific Name: \_\_\_\_\_

Tree #2: Common Name: \_\_\_\_\_ Scientific Name: \_\_\_\_\_

Tree #3: Common Name: \_\_\_\_\_ Scientific Name: \_\_\_\_\_

*For more trees, attach an additional page listing the common and scientific names*

3. **OPTIONAL:** If using a contractor, provide the following information (they must be pre-qualified with the City):

Name: \_\_\_\_\_ ISA Number: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

On-site Supervisor Name: \_\_\_\_\_ Fax: \_\_\_\_\_

4. **Project Sketch (see page 4 for an example)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### Example List of Approved Street Tree Species

All replacement trees must be no less than 1.5 inch caliper. Below is an example of approved species of trees. Alternative trees may be reviewed for approval by the Parks & Community Development Director per Article 23 Section 23.074 of the Development Code, if they meet the criteria. A complete list of approved species can be found on the City's website.

Common Tree Name and Scientific Name	Tree Qualities	Drought Tolerance	High Voltage Line Above	No High Voltage Line Above		
			4 ft. + Planting strip width	4 - 6 ft. Planting strip width	6 - 12 ft. Planting strip width	12 ft. + Planting strip width
Natchez Crape Myrtle ( <i>Lagerstroemia 'Natchez'</i> )	Showy flowers Unique bark	Moderate	✓	✓		
Goldenrain Tree ( <i>Koelreuteria paniculate</i> )	Showy flowers Unique seeds	High	✓	✓		
Amur Maackia ( <i>Maackia amurensis</i> )	Showy flowers Fall color	Moderate	✓	✓		
Persian Ironwood ( <i>Parrotia persica</i> )	Great fall color Unique bark	High	✓	✓		
Emerald Sunshine® Elm ( <i>Ulmus propinqua/davidiana</i> )	Unique bark Disease resistance	High			✓	
Village Green® Japanese Zelkova ( <i>Zelkova serrata 'Village Green'</i> )	Fall color Wildlife	High			✓	
Swamp White Oak ( <i>Quercus bicolor</i> )	Fall color Wildlife	High			✓	✓
Chinkapin Oak ( <i>Quercus muehlenbergii</i> )	Wildlife	High			✓	✓
Willow Oak ( <i>Quercus phellos</i> )	Fall color Wildlife	High			✓	✓
Hardy Rubber Tree ( <i>Eucommia ulmoides</i> )	Fall color	High			✓	✓
Ponderosa Pine ( <i>Pinus ponderosa</i> )	Evergreen Native to So OR	High				✓
Douglas-Fir ( <i>Pseudotsuga menziesii</i> )	State tree Fast growing	Moderate				✓

### City Tree Programs

#### 50/50 Program

If the property owner removes and replaces a hazardous tree in the right-of-way and pays for all the costs, the City offers a 50/50 Program where the City will pay up to 50% of the costs of the tree removal and stump grinding after the work is complete. In order to qualify, the property owner **must obtain three (3) bids** from ISA Certified Arborists who are pre-qualified with the City. The bids must be sent to the City. After the work is complete and the bid prices are provided to the City, 50% of the lowest bid price for tree removal and stump grinding will be evaluated for reimbursement. Please note that the tree planting of any required replacements are not covered by the 50/50 program, but in order to receive reimbursement for 50% of the lowest bid for the tree removal and stump grinding, the tree(s) must be planted.

#### Tree Canopy Program

This annual program gives 50 city residents the opportunity to purchase a tree from an annually selected list of trees for \$50.00 and have it planted in their front yards or adjacent right-of-way by the Parks Department. All trees are at least 6 feet tall and are planted in October or November. This program is part of our City's goal to continue to be designated "Tree City USA" and improve our urban forest. If you require financial assistance with any tree replacements, this program can assist you, if availability for the program exists. Please contact the City for more information, or visit <https://www.grantspassoregon.gov/325/Tree-Planting-Programs>. The City and its website contain the Tree Canopy Application.






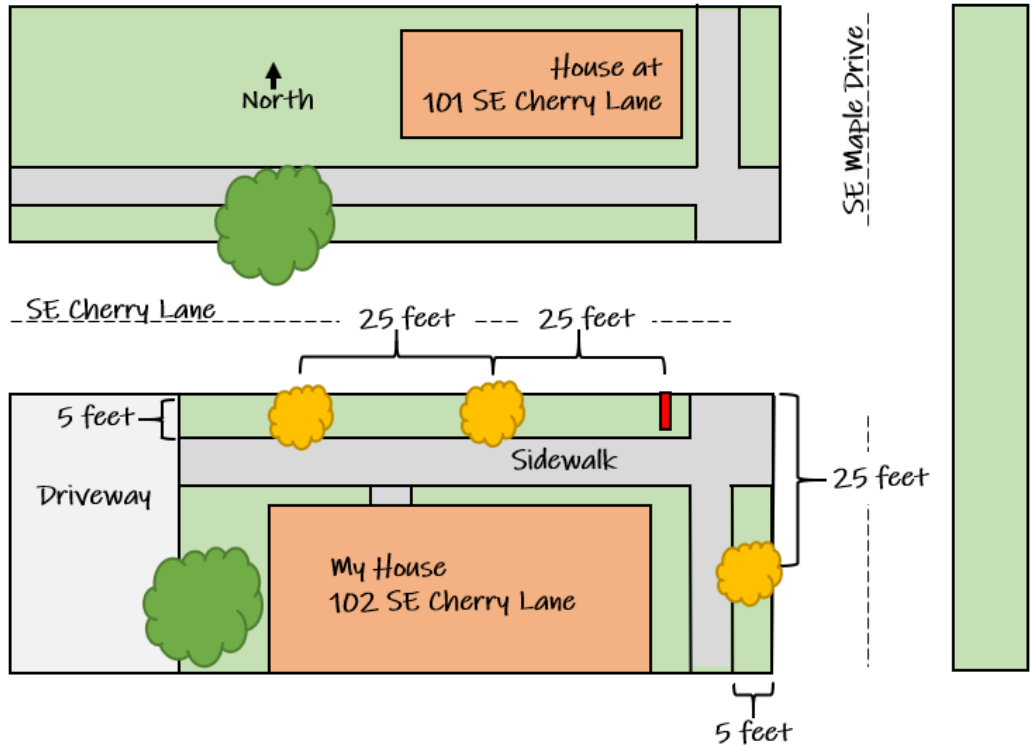
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### Example Project Sketch

**KEY**

-  = Existing Tree
-  = Proposed New Tree
-  = Stop Sign



### Tree Planting Guidelines

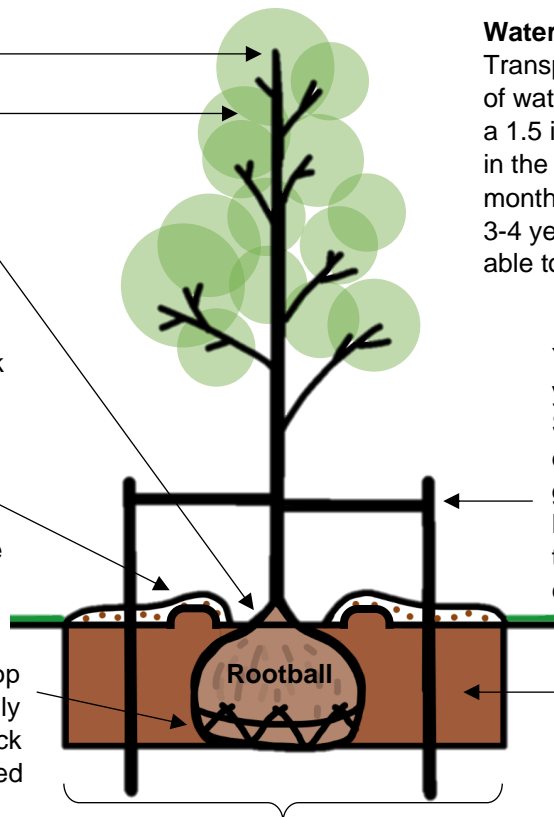
One "central leader."

Tree crown and trunk shall be free of defects and true to form. No topping or copping the tree.

The "root flare" shall be at the grade of the surrounding soil, or slightly above. Do not plant the tree deeper than this. If a tree is planted too deep, it can kill the root system. Trees planted too deep look like telephone poles sticking out of the ground.

Add coarse organic mulch, such as wood chips, over tree bed. Mulch layer should be 2-3 inches thick. Do not let the mulch touch the tree (form a "donut" around the tree with the mulch and soil).

For "ball and burlap" trees, remove the top two-thirds of the wire basket *after* carefully placing the tree in its bed. Then, peel back the burlap. Scrape some of the compacted soil from the outer edges of the rootball. Make sure there are no circling roots.



Width of tree bed shall be 2-3 times the width of the rootball.

#### Watering:

Transplanted trees typically require 10-gallons of water per week for every inch of caliper. For a 1.5 inch caliper tree, slowly pour 15 gallons in the tree bed each week. During very hot months, consider watering twice a week. After 3-4 years, your tree should be established and able to obtain most of its water on its own.

You may add tree stakes and arbor tie if you choose. This is not a requirement. Stakes should be 8 feet long with 3 inches diameter. Drive stakes 2-3 feet into the ground, but not through the tree's roots. Make sure to remove the stakes and arbor tie after one year. Research the pros and cons of tree stakes before deciding.

You may backfill with existing soil. If texture or quality is not suitable for the tree species, consider replacing with appropriate topsoil. Also consider the addition of organic amendments like biochar, worm castings, compost, and mycorrhizae.