

# TEMPLATE FOR NOTICE TO THE NEIGHBORHOOD ASSOCIATION & DISTRICT COALITION FOR REMOVAL OF A TREE 36" OR GREATER IN DIAMETER

**Use this template if you have already submitted the permit application:**

Date of this Notice: \_\_\_\_\_

This email is to notify you that [I/we] have submitted an application for development permit, including removal of a tree 36" in diameter or greater, for the property located at:

\_\_\_\_\_  
Description of tree(s) to be removed: \_\_\_\_\_

\_\_\_\_\_  
[FOR EXAMPLE: "a 40" Douglas Fir located in the NE corner of property."]

As required by Portland City Code section 11.50.040, there is a notification period of 45 days from the date of this notice before tree removal can begin.

If you have any questions, please contact me at:

[INSERT YOUR CONTACT INFORMATION, INCLUDING NAME, ADDRESS, PHONE NUMBER AND EMAIL ADDRESS]

This email is informational only. You do not need to take any action, and it does not confer any right to appeal issuance of the permit.

**Use this template if you have not yet submitted the permit application:**

Date of this Notice: \_\_\_\_\_

This email is to notify you that [I/we] intend to submit an application for development permit, including removal of a tree 36" diameter or greater, for the property located at:

\_\_\_\_\_  
Description of tree(s) to be removed: \_\_\_\_\_

\_\_\_\_\_  
[FOR EXAMPLE: "a 40" Douglas Fir located in the NE corner of property."]

As required by Portland City Code section 11.50.040, there is a notification period of 45 days from the date of this notice before tree removal can begin.

If you have any questions, please contact me at:

[INSERT YOUR CONTACT INFORMATION, INCLUDING NAME, ADDRESS, PHONE NUMBER AND EMAIL ADDRESS]

This email is informational only. You do not need to take any action, and it does not confer any right to appeal issuance of the permit.

**NOTE: 45 Day Delay:** Notifications to the Neighborhood Association and District Coalition must be sent 45 days prior to the date the permit is issued. Notification can take place prior to permit application. In addition, you can have your plans reviewed and approved during that 45 day notification period. The permit will not be issued prior to the end of 45 days. Work on the project cannot start until the permit is issued. [LANGUAGE IN THIS PARAGRAPH IS NOT PART OF THE NOTICE; IT IS INFORMATIONAL ONLY.]