



City of Manzanita, Oregon

543 Laneda Avenue, P.O. Box 129, Manzanita, OR 97130-0129

Phone: 503-368-5343 Fax: 503-368-4145

www.ci.manzanita.or.us

TREE REMOVAL PERMIT POLICY AND INSTRUCTIONS

The City of Manzanita's Tree Removal Policy is intended to preserve healthy trees where possible. To remove trees, either healthy, diseased or dead, a permit is required. Permits are required for any tree that is larger than 6 inches in diameter and taller than 4½ feet above the ground. There is no charge for obtaining this permit.

To obtain a permit prior to removal, the property owner is required to submit a simple plot plan of the property to the City Manager. The drawing must include:

- The footprint of structures and the location of all the trees on the property, marking with an 'X' the one(s) to be removed and the reason for the removal
- The location and type of tree being replanted for those being removed, preferably a type natural to the area
- If there are groups of trees, the owner may draw a circle of the area and state how many trees are within this area
- The date the permit is submitted to City Hall, your name, property address (where tree(s) is to be removed), and telephone number

Submit the form to City Hall. The City Manager will review the plan. If approved, City staff will contact you to pick up the approved form. If not approved, or if the City Manager has questions, he will contact you to discuss.

See sample drawing below.

SAMPLE FORM

Date:

Jane Doe 503-368-xxxx (cell 503-812-xxxx)

12345 Ocean Rd.

Example of reason to remove a tree: "Tree to be removed is too close to fence and is leaning over onto neighbor's yard." "Will be replaced with shore pine at front corner of home."

Property Line (Drawing does not have to be to scale.)

