STREET TREE PERMIT APPLICATION
PRUNING • REMOVAL • PLANTING

Application for Permit to: ☐ **Prune** ☐ **Remove** ☐ **Plant** ☐ **Root prune**

OFFICIAL USE ONLY		
Date Received:	Case Number:	T/A Number:
Approved _____	Denied _____	Conditionally approved* _____ Date:
*Permission is granted according to the application with the following conditions:		

Applicant Information:

Property Owner Name _____ Phone _____

    Mailing Address _____

Applicant Name _____ Phone _____

    Mailing Address _____

    Tree Address _____

Tree Condition:

Species _____ Size _____ Number _____

Reason for permit and scope of work to be performed:

_____

_____

_____

Please provide a map or drawing showing: street, sidewalk, trees, utility lines, sewer, water, and lights below.

Under Municipal Code 6.725 any tree removed must be replaced.

Yes No

☐ ☐ Confirmed City Right-of-Way
☐ ☐ The owner of the property is aware of the situation
☐ ☐ Is this a shared tree on the property line?
☐ ☐ I am aware that I must replace any tree removed in the right-of-way

Please indicate the following site conditions to aid in proper replacement tree selection.

Planting strip width (between sidewalk and curb) _____

Other landscaping in planting strip _____

Is there underground irrigation? **Yes** ☐   **No** ☐

Right-of-way Work Plan:

Arborist/Tree Service Name_____ Phone_____

City Business License No_____ Expiration Date_____

Return Fax and/or Email_____

A list of Contractors prequalified to work in City Right-of-Way is available at the City Engineering Department or at: http://www.ci.medford.or.us/Files/PreQual_Phone_List.pdf

Permitted tree removal requires grinding of stump to six inches below grade and replanting of an approved street tree from the Selected Street Tree List. All new and replacement Street Trees must be a minimum of 1 ¾" caliper.
http://www.ci.medford.or.us/Files/Selected_Street_Tree_List.pdf

I certify that this information is true and accurate to the best of my knowledge.

Applicant signature _____

Name _____ **Date** _____

OFFICIAL USE ONLY
Application Received by Parks and Recreation Department on:
Reviewed by:
Authorized signature _____ Date _____

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701 N. Columbus Ave ▪ Medford, OR 97501 ▪ (541) 774-2400
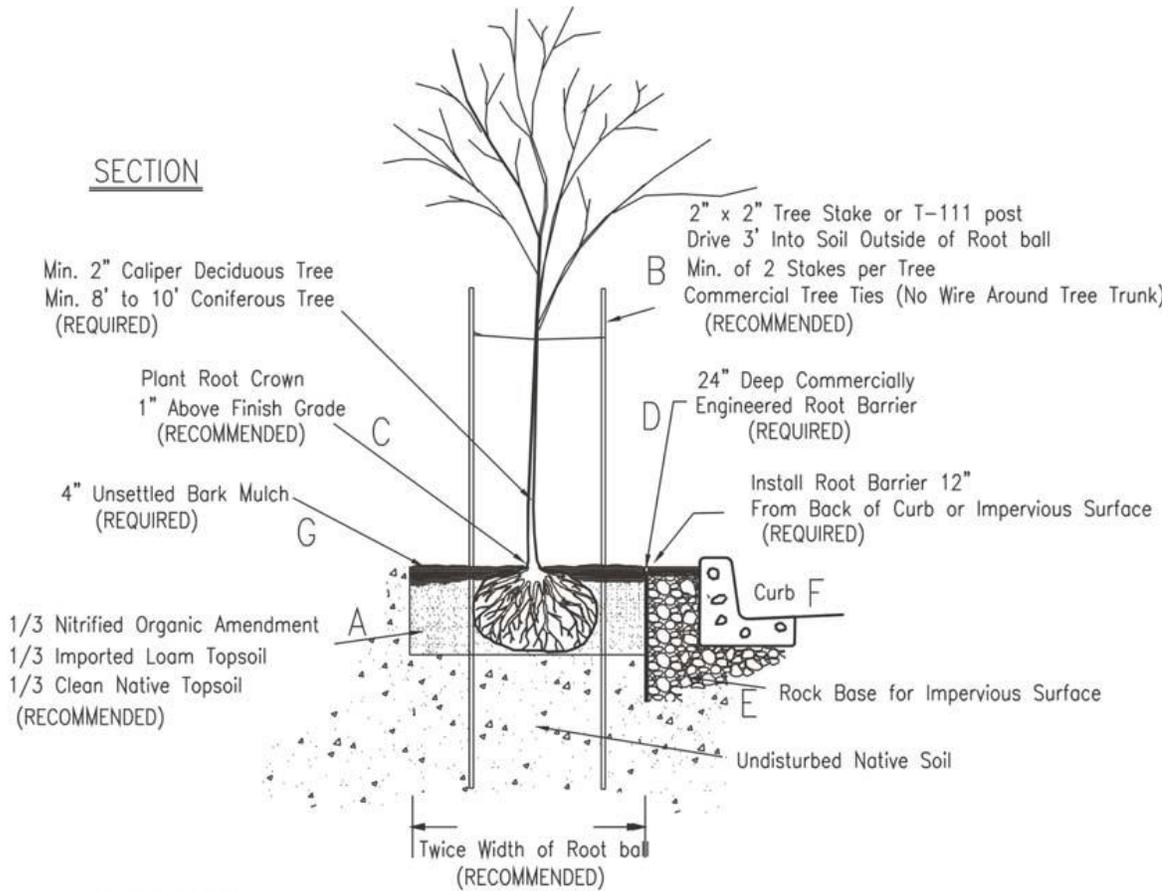www.ci.medford.or.us parks@cityofmedford.org

CITY OF MEDFORD STREET TREE PLANTING STANDARD

Proper planting of street trees will maximize the chances of survival and promote long-term health. Check for underground utilities before planting by calling 800-332-2344.

1. Dig a shallow, broad planting hole. **Make the hole at least two times the diameter of the root ball but only as deep as the root ball.**

2. **Install polypropylene root barrier** parallel to the curb and sidewalk. This will consist of three interlocking panels 24" wide by at least 18" in height. The root barrier should be set back 12" from the curb. Place a pea gravel channel 4" wide on the outside of the root barrier (towards the curb).

3. If the trunk flare (where the roots spread at the base of the tree) is not partially visible, you will have to remove some soil from the top of the root ball. **Carefully excavate the root ball down to the trunk flare.** This point should be partially visible after the tree has been planted. This will determine how deep the hole needs to be for proper planting depth.

4. **Remove tree container** for containerized trees. Carefully cutting down the sides of the container may make this easier. Inspect the root ball for circling roots and cut or remove them.

5. Place the tree at the proper height. Before placing the tree in the hole, **check to see that the hole has been dug to the proper depth** and no more. For **balled and burlapped trees cut the wire, twine, and burlap completely away** from the root ball and remove at this step. **Cut any circling roots** on the outside of the root ball and from around the trunk.

6. Straighten the tree in the hole before you begin backfilling.

7. **Fill the hole** gently but firmly. Fill the hole about one-third full and pack the soil around the base of the root ball. Add soil a few inches at a time and settle with water. Continue this process until the hole is filled and the tree is firmly planted. It is not recommended to apply fertilizer at the time of planting. In residential areas native soil or a mix of native soil and topsoil or mulch can be used for fill.

8. **Stake the tree if it appears unstable**. Protective staking may be required on sites where lawn mower damage, vandalism, or windy conditions are concerns, and with trees that have a broad canopy relative to the size of the root ball. Remove support staking and ties after the first year of growth.

9. Place **mulch around the base of the tree.** A 2- to 4-inch layer is ideal. Be sure to keep an area 2-4" from the trunk flare free of mulch.

10. Water tree immediately after planting with a minimum of 15 gallons of water. Keep the soil moist but not saturated, watering at least once a week through the growing season.
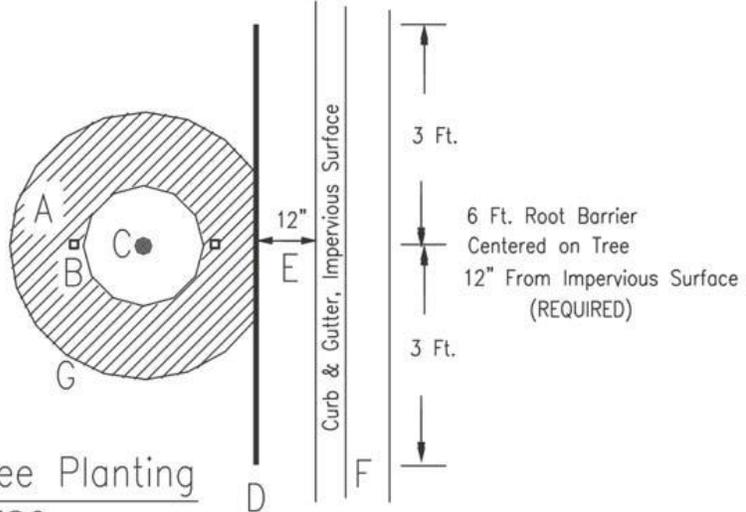
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SECTION

Min. 2" Caliper Deciduous Tree
Min. 8' to 10' Coniferous Tree
(REQUIRED)

Plant Root Crown
1" Above Finish Grade
(RECOMMENDED)

4" Unsettled Bark Mulch
(REQUIRED)

1/3 Nitrified Organic Amendment
1/3 Imported Loam Topsoil
1/3 Clean Native Topsoil
(RECOMMENDED)

2" x 2" Tree Stake or T–111 post
Drive 3' Into Soil Outside of Root ball
Min. of 2 Stakes per Tree
Commercial Tree Ties (No Wire Around Tree Trunk)
(RECOMMENDED)

24" Deep Commercially
Engineered Root Barrier
(REQUIRED)

Install Root Barrier 12"
From Back of Curb or Impervious Surface
(REQUIRED)

Curb F

Rock Base for Impervious Surface

Undisturbed Native Soil

Twice Width of Root ball
(RECOMMENDED)

PLAN VIEW

A Amended Soil

B Tree Stakes

C Root ball

D 24" Root Barrier

E Rock Base

F Curb or Impervious Surface

G 4" Unsettled Bark Mulch

12"

Curb & Gutter, Impervious Surface

3 Ft.

6 Ft. Root Barrier
Centered on Tree
12" From Impervious Surface
(REQUIRED)

3 Ft.

City of Medford Tree Planting
Medford Code 10.780

1
A

FILE: tree
P. Young, 1/20/03

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