Landscaping serves many purposes

- *Aesthetics*
- *Screening light and noise*
- *Stormwater management*
- *Wildlife habitat*

The Bureau of Development Services has developed a program for verifying that required landscaping is correctly installed. Required landscaping includes such things as perimeter plantings, parking lot landscaping, tree preservation, environmental zone mitigation plantings, and certain stormwater management facilities. The property owner is responsible for ensuring that your landscaping is actually installed as approved, including irrigation systems or other elements shown on the approved plans. If required landscaping is not installed as approved, or if final inspections are not completed, BDS may delay finaling the building permit, issuing the final Certificate of Occupancy, and/or pursue enforcement activities.

The Landscape Certification program applies to work performed under Residential (RS), Site Development (SD), and Commercial (CO) permits. BDS will continue to inspect landscaping installed under Zoning (ZP) permits; and RS, SD and CO permits which do not require Third Party Certification.

- *Third Party Certification* allows for certification by a Third Party for most commercial and some larger or more sensitive residential landscape installations. The Third Party will certify that landscaping was installed in accordance with the approved plans.
- *Who can perform a Third Party Certification?* A qualified person must perform Third Party Certifications. In most cases, the designer working on the project, whether a registered landscape architect or registered landscape contractor, will be the Third Party Certifier. A certified arborist or registered consulting arborist may certify trees, and an ecologist, botanist or similar scientist may certify environmental zone mitigation plantings.

Determining the type of certification

BDS will identify the appropriate certification type during plan check or land use review. The applicant will receive a copy of the Landscape Certification form, and copies may also be obtained at ***www.portlandoregon.gov/bds***. The type of landscape inspection is described in the table entitled, *What type of inspection is required?*

What type of inspection is required?

Permit Type (CO: Commercial; SD: Site Development; RS: 1&2 Family Residential; ZP: Zoning)	Third Party Certification	BDS Inspection
Eight or fewer individual trees planted or preserved, and 5,000 square feet or less of landscaped area (includes environmental zone plantings)		CO, RS, SD, ZP
Any other required landscaping performed where a Third Party Certification is not required		CO, RS, SD, ZP
More than 8 individual trees planted or preserved, or more than 5,000 square feet of landscaped area (includes environmental zone plantings)	CO, SD, RS	ZP
Required landscaping in all tracts in common ownership	CO, SD, RS	ZP
Wet pond, dry pond, and vegetated infiltration strips and basins	CO, SD, RS	ZP
When Third Party Certifications are specified by the conditions of land use approval	CO, SD, RS	ZP

BDS will continue to inspect landscaping work done under One and Two Family Residential, Commercial and Site Development Permits that do not require Third Party Certification

BDS will continue to inspect landscaping work done under Zoning Permits

Landscape installation certified and finaled building permit

The Landscape Certification form is available at *www.portlandoregon.gov/bds*, and in the Development Services Center. When the landscaping work is completed at the site, the certifier must submit the completed form to BDS. The site address and permit number must be included on the form for proper recording. Your landscape certification must be completed and approved prior to requesting a Erosion Control Permanent Measures Inspection (IVR #210).

The Landscape Certification form must be submitted to BDS, and all other permit approvals obtained, before the building permit can be finaled. The Landscape Certification will become part of the permit's permanent record.

Seasonal delay of landscaping installation

If you need to delay your landscaping installation for seasonal reasons, you may defer planting for up to six months following construction. Generally, a seasonal delay is allowed during summer and winter months. Permanent erosion control measures are still required whether or not a seasonal delay is allowed

To delay the landscape installation, submit a written request that includes the date you anticipate the planting to be completed to BDS Site Development.

If a Certificate of Occupancy applies to your project (CO permits), you must also request a temporary Certificate of Occupancy which costs $189 per month until all permit approvals are certified as complete and can be requested from the BDS Commercial Inspections Division.

If a Certificate of Occupancy does not apply (RS and SD permits) a zoning permit (ZP) must be obtained prior to approval of the Erosion Control Permanent Measures Inspection (IVR #210) to allow for an inspection of the landscaping after installation. When the planting is completed, submit your Landscape Certification form and call for a Code Compliance inspection (IVR #555) under the ZP permit.

Occasionally plant substitutions may be necessary based on availability. All substitutions must be within the limits allowed by the City Code, clearly noted on the approved plans and a copy submitted with the Landscape Certification form. An approved revision to the permit may be required to document the substitutions.

Helpful tips & information

Bureau of Development Services
1900 SW 4th Avenue, Suite 5000, 5th Floor
Portland, Oregon 97201

Hours
Monday - Friday, 8:00 am to 5:00 pm

Development Services Center (DSC) Hours
Tuesday - Friday, 8:00 am to 3:00 pm
Closed Mondays

Important phone numbers

Main BDS Phone..... 503-823-7308
DSC automated information line. 503-823-7310
Compliance Services..... 503-823-7305
Compliance Services FAX..... 503-823-7915
Site Development..... 503-823-6892
Site Development FAX..... 503-823-5433
Land Use Services..... 503-823-7700
Land Use Services FAX..... 503-823-5630
Planning and Zoning..... 503-823-7526
24 hour inspection request line... 503-823-7000

- Landscaping installations required by the Zoning Code or a land use decision must be certified.
- This program does not apply to street trees. Street trees are regulated by the Urban Forestry Division of Portland Parks and Recreation, 503-823-4489.
- The Landscape Certification form is online at ***www.portlandoregon.gov/bds***
- Submit completed Landscape Certification forms to: BDS Site Development Section, 1900 SW Fourth Avenue, Suite 5000, Portland, Oregon 97201.
- The Landscape Certification will become part of the permit's permanent record.

Visit our Web site
www.portlandoregon.gov/bds

sd_landscp_brochure 06/04/10 printed on recycled paper

Landscaping Certification

CITY OF PORTLAND OREGON
BUREAU OF DEVELOPMENT SERVICES