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CITY OF KENMORE, WA
TREE REMOVAL CHECKLIST



18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Staff use Area
Permit Number:
Project Number:
Related Permit(s):
Permit Required? [] Yes [] No Reviewer Initials
Replacement Required? [] Yes [] No Replaced Trees Date Stamp

This checklist is for activity NOT related to development

1 Property Address:
Property size: Square Feet Circle one: Single-family Multi-family Commercial
Are there any known sensitive areas on the site or in proximity to the site, such as steep slopes, streams or wetlands, Bald Eagle or Heron habitat zones? [] Yes [] No
Property Owner: Phone:
Address: City, ST, Zip:
e-mail address:
I certify that the subject trees are located on my private property: (owner initials)

2 Contractor: Phone:
Address: City, ST, Zip:
e-mail address: Fax:
Contractor's Lic#: Exp. Date: State UBI#:
Is the contractor an ISA certified arborist? [] Yes [] No If yes, certification # :

3 Number of Evergreen Trees with a minimum diameter of eight (8) inches measured at 4.5 feet above grade to be removed:
Number of Deciduous Trees with a minimum diameter of twelve (12) inches measured at 4.5 feet above the ground to be removed:
Total:

4 A permit is required to remove a tree located in the following areas: (check all that apply)
[] Critical Areas (streams, wetlands, geological hazard and related buffers);
[] Native Growth Protection Areas (designated tracts);
[] Wildlife Protection Zones (Bald Eagle or Heron habitat zones);
[] on a tract or area designated for protection;
[] on vacant land;
[] on commercial property.
In addition, Single-family Residential properties:
[] with lots smaller than 10,000 square feet and removing more than two (2) trees per year;
[] with lots between 10,000 – 20,000 square feet and removing more than four (4) trees per year;
[] with lots between 20,000 – 30,000 square feet and removing more than six (6) trees per year;
[] with lots larger than 30,000 square feet and removing more than eight (8) trees per year.

5	Submittal Requirements: Applicant, please check each box under the applicant heading on this checklist to confirm items included in your submittal.		
	Appl. <input type="checkbox"/>	Staff <input type="checkbox"/>	# of Copies 2
	<input type="checkbox"/> <input type="checkbox"/> Site Plan showing the locations of: <ul style="list-style-type: none"> ▪ Property lines; ▪ Name of property owner and address of property; ▪ Area in square feet or acres of the total property; ▪ All adjacent streets; ▪ Location, dimension, and use of easements; ▪ Location(s) of structures; ▪ Boundaries of critical areas (streams, wetlands, flood hazard areas, shorelines, landslide hazard, erosion hazard, seismic hazard) and boundaries of required buffers and building setbacks; ▪ All tree(s), including size and species; ▪ Specifically identify the tree(s) requesting removal; ▪ Location of replacement tree(s) including install size and species. 		
6	Supporting Documents: The following documents may be required. If you have them prepared prior to the permit application please provide copies as part of your permit application.		
	<input type="checkbox"/>	<input type="checkbox"/>	ISA Basic Tree Risk Assessment Form ▪ This form is to be completed by a qualified arborist.
	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Contractor Bid or Estimate
	<input type="checkbox"/>	<input type="checkbox"/>	Photos
7	NOTES:		
	<ul style="list-style-type: none"> ▪ When a permit is required, the fee is \$79.80. An additional 3% applies to credit card payments. Permits issued at Kenmore City Hall must be paid for with cash or check only; credit card payments are accepted only for applications received online via mybuildingpermit.com. Fees are based on the fee resolution in effect at the time of application. ▪ Streams, wetlands, landslide hazard, bald eagle and heron zones; <ul style="list-style-type: none"> ➢ Hazard trees may be removed if deemed hazardous by an ISA Certified or equivalent arborist. ➢ A hazard tree report must be submitted for each tree. ➢ Replacement trees are required for trees removed in critical areas and/or buffers. ➢ Removal in Bald Eagle and Heron habitat zones must be approved by the State of Washington Department of Fish and Wildlife. Contact Chris Anderson at 16018 Mill Creek Blvd, Mill Creek Washington, 98012 or 425-775-1311 ext. 111. ▪ Trees designated for protection as part of a development; <ul style="list-style-type: none"> ➢ Requests for tree removal must support minimum tree densities required on the development when created. ➢ Trees as part of a designated NGPA/tree/sensitive area plat are subject to the same condition of the sensitive area regulations when the plat was created. ▪ Commercial Properties, Condominiums, and Apartments <ul style="list-style-type: none"> ➢ A permit is required for removal of significant, street, or landscape trees designated as part of the approved site plan. Replacement may be required. ▪ Any tree that is an imminent hazard to life and/or property (fixed target) may be removed immediately without first seeking approval. For trees that would have required a permit, a post-mortem report must be submitted to the City defining the hazard with supporting documentation, such as an ISA tree hazard report and photographs within seven business days. 		
<p><i>All provisions of laws and ordinances governing this type of work will be complied with. I certify under penalty of perjury that the information provided on this application is true and correct and, further that I am authorized by the owner of the above premises to perform the work for which the permit application is made. I further agree to hold harmless the City of Kenmore as to any claim (including costs, expenses, and attorney's fees incurred in investigation and defense of such claim), which may be made by any person, including the undersigned, and filed against the City of Kenmore, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information supplied to the City as part of this application.</i></p>			
OWNER/APPLICANT: _____		Date: _____	
<small>signature</small>			
I hereby authorize the City representatives to inspect my property Monday-Friday between the hours of 8:00 a.m. and 5:00 p.m. during this permit application process for verifying site conditions.			