



# TREE REMOVAL PERMIT SUBMITTAL CHECKLIST

## Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information.

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| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Permit Application</b></li><li><input type="checkbox"/> <b>Submittal Fee:</b> \$199.00</li><li><input type="checkbox"/> <b>Critical Areas Worksheet.</b> Note: a critical area report may be required if a critical area exists on or adjacent to the site.</li><li><input type="checkbox"/> <b>Site Plans – Two (2) copies.</b><ul style="list-style-type: none"><li>• Site address</li><li>• Name, address, and phone number of the person who prepared the drawing.</li><li>• North arrow.</li><li>• General representation of the property including property lines, building(s), driveway, etc.</li><li>• Location of all critical areas and buffers on or adjacent to the site.</li><li>• Location and size of all conifers over 24.8 inches in circumference or 8” in diameter and deciduous over 37.2 inches in circumference or 12” in diameter at 4 feet 6 inches above ground.</li><li>• Identification of significant trees to be removed, trees to be retained, and location of replacement trees.</li></ul></li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Tree Retention Calculation Worksheet</b></li><li><input type="checkbox"/> <b>Critical Areas Report (If applicable) – two (2) copies:</b> Critical area reports may include wetland or stream delineation and functional assessment, wildlife habitat surveys, geotechnical evaluations, impact mitigation plans, and any other special reports or surveys required by the Director.</li></ul> <p><u>Some Tree Removals qualify as an Express Permit:</u></p> <ul style="list-style-type: none"><li>• Only properties without critical areas or buffers</li><li>• By Appointment Only, call (206) 801-2500 for more information</li></ul> |
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Fees effective 1/2019

**NOTE: Please be sure that all drawings are clear and information is legible. No pencil drawings will be accepted. Applications are not accepted after 4:00 pm.**

The Development Code (Title 20) is located at [CodePublishing.com](http://CodePublishing.com)

**Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily**

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8/2019