



**CITY OF TUKWILA**  
*Department of Community Development*  
6300 Southcenter Boulevard, Tukwila, WA 98188  
Telephone: (206) 431-3670

# TREE REMOVAL AND LANDSCAPE MODIFICATION PERMIT

## INFORMATION

Tukwila's Tree Regulations (TMC 18.54) regulate the clearing of trees and understory vegetation in environmentally sensitive areas (wetlands, watercourses, and steep slopes, including their buffers). The City's Sensitive Areas Regulations also regulate vegetation removal within sensitive areas and their buffers. Generally, when significant (4 inches or more in diameter) trees are removed from sensitive areas, tree replacement is required. This permit should be used for tree removal in sensitive areas, when it does not involve significant vegetation clearing, i.e., when one or two trees are being removed. Trees must be replaced according to the replacement ratios established in the Tree Regulations (and presented below). Trees to be removed must be identified as to species and diameter at 4 feet above the ground (dba). A plan must be submitted detailing the number of replacement trees required, the proposed species and the proposed locations. Removal of trees that are hazardous do not require a tree removal permit, but the property owner must be able to document that the tree is hazardous<sup>1</sup> (if the hazard is not obvious, a risk assessment by a certified tree risk assessor<sup>2</sup> may be required, and if in a wetland or water course or their buffer, replanting is required. Replacement trees in wetlands, watercourses and their buffers must be species native to the Puget Sound region and appropriate for the site (taking into account shade, moisture, and space requirements).

Removal of trees or other landscaping from sites with required landscape plans that were approved under a permit is governed by Tukwila's Landscape Code (TMC 18.52). Per the Landscape Code, all approved landscaping must be maintained for the life of the project, which means trees or other landscaping may not be removed and trees may not be topped (except when there are overhead electrical lines threatened by tree canopy). Removal or topping of trees in required landscaped areas requires this permit and tree replacement with a species that will achieve a similar canopy at maturity (unless there are limitations of space). Landscape trees must be replaced on a one-to-one ratio and at the size requirements specified in the code. Complete renovation/replacement of previously approved landscaping requires submittal of a full revised landscape plan.

For tree removal in the Green/Duwamish Shoreline, a different permit and replacement ratio is required (Shoreline Tree Removal and Vegetation Clearing Permit). For tree removal in the public right-of-way, a special permit is required from the Public Works Department.

**PROCEDURES:** At the time you submit your application you must have all of the items listed on the attached "Complete Application Checklist." You may request a waiver from items on the checklist that are not applicable to your project. Please discuss this waiver request with City staff either at a pre-application meeting or at the time of application submittal. Within 28 days of receiving your application, City staff will determine if it is complete based on the attached checklist. If not complete City staff will mail you a letter outlining what additional information is needed. If you do not submit requested materials within 90 days from the City's request for additional information the City may cancel your application. Once the application is complete it will be reviewed by the Director who will issue a decision to approve, modify or deny the application based on the review criteria.

### EXCEPTIONS:

Per TMC 18.54.140 the Director of Community Development may grant exceptions for tree surveys required under the Tree Regulations when undue hardship may be created by strict compliance with the provisions of the chapter. An application for an exception must be submitted by the property owner to the Department of Community Development and shall accompany the Tree Removal and Landscape Modification Permit application.

<sup>1</sup> Definition of a hazardous tree (TMC 18.06.395) "a tree with a structural defect or disease, or which impedes the safe vision or traffic flow, or otherwise currently poses a threat to life or property".

<sup>2</sup> International Society of Arborists, see: <http://pnwisa.org/hire-an-arborist/isa-certified-arborist-directory/>

For landscape plan modifications, tree replacement location or species to be planted may take into account space limitations, interference with above or below ground utilities, and existing tree species nearby.

## COMPLETE APPLICATION CHECKLIST

The materials listed below must be submitted with your application unless specifically waived in writing by the Public Works Department and the Department of Community Development. Please contact each Department if you feel that certain items are not applicable to your project and should be waived. Application review will not begin until it is determined to be complete. **ADDITIONAL MATERIALS MAY BE REQUIRED.**

The initial application materials allow project review to begin and vest the applicant’s rights. However, the City may require additional information as needed to establish consistency with development standards.

City Staff are available to answer questions about application materials at 206-431-3670 (Department of Community Development) and 206-433-0179 (Department of Public Works).

**\* Please note that the application fee listed in the land use fee schedule covers up to a specified number of review hours and is due at the time an application is received by the City. Review hours over the retainer fee will be charged at \$92.00 per hour and the applicant will receive a monthly bill when those fees become due.**

<b>Check items submitted with application</b>	<b>Information Required.</b> <i>May be waived in unusual cases, upon approval of both Public Works and Planning</i>
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**APPLICATION MATERIALS:**

	1. Application Checklist one (1) copy, indicating items submitted with application.
	2. Permit Fee: See <a href="#">Land Use Fee Schedule</a> for standard application fee. <b>*Additional fees may be incurred.</b>
	3. Completed Application Form and drawings (4 copies).
	4. Completed and notarized Affidavit of Ownership and Hold Harmless Permission to Enter Property (1 copy attached).
	5. One set of all plans reduced to either 8 1/2” x 11” or 11” x 17”.
	6. Written response to the approval criteria at TMC 18.54.130.
	7. Written response to the exception criteria at TMC 18.54.140 if any exceptions are requested.
	8. Professional review of the replacement plan by a landscape architect, certified arborist, or a biologist
	9. Proposed time schedule of vegetation removal, relocation and/or replacement, and other construction activities which may affect vegetation in sensitive areas, sensitive area buffers or in landscaped areas where a landscape plan was required and approved when the project was constructed..

**SITE PLAN:**

	10. (a) The site plan must include a graphic scale, north arrow and project name. Maximum size 24” x 36”.
	(b) Existing and proposed building footprints and utilities.
	(c) Limits of construction.
	(d) Parking lots, driveways and fire access lanes.
	(e) Fences, rockeries and retaining walls.
	(f) Existing and proposed topography at 2-foot contour intervals.
	(g) Location of all sensitive areas (e.g. streams, wetlands, slopes over 15%, and their buffers and setbacks).
	(h) Diameter, species name, location and canopy of existing significant trees.
	(i) Identification of all significant trees to be removed and/or relocated.

<b>Check items submitted with application</b>	<b>Information Required.</b> <i>May be waived in unusual cases, upon approval of both Public Works and Planning</i>
<b>PROPOSED TREE REPLACEMENT PLAN:</b>	
	11. (a) Landscape planting plan by a Washington State licensed landscape architect, certified arborist, or biologist <sup>3</sup> . Maximum size 24" x 36".
	(b) Diameter, species name, spacing, size and location of replacement trees/vegetation to be used to replace trees that are to be removed.
	(c) Proposed tree relocation plan (methods, protection of tree during process)
	(d) Proposed tree maintenance plan (watering, weeding, mulching, etc.).

<sup>3</sup> For single family property owners, this requirement may be waived if they agree to work with City staff to develop a plan.



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**TREE REMOVAL  
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 PERMIT**

**APPLICATION**

<i>FOR STAFF USE ONLY</i>	
<b>Planner:</b>	<b>File Number:</b>
<b>Application Complete Date:</b>	<b>Project File Number:</b>
<b>Application Incomplete Date:</b>	<b>Other File Numbers:</b>

**NAME OF PROJECT/DEVELOPMENT:** \_\_\_\_\_

**BRIEF DESCRIPTION OF PROJECT:** \_\_\_\_\_

**LOCATION OF PROJECT/DEVELOPMENT:** *Give street address or, if vacant, indicate lot(s), block and subdivision, access street, and nearest intersection.*

\_\_\_\_\_

*LIST ALL TAX LOT NUMBERS (this information may be found on your tax statement).*

\_\_\_\_\_

**DEVELOPMENT COORDINATOR :**

The individual who:

- has decision making authority on behalf of the owner/applicant in meetings with City staff,
- has full responsibility for identifying and satisfying all relevant and sometimes overlapping development standards, and
- is the primary contact with the City to whom all notices and reports will be sent.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**AFFIDAVIT OF OWNERSHIP AND HOLD HARMLESS  
PERMISSION TO ENTER PROPERTY**

STATE OF WASHINGTON

COUNTY OF KING

The undersigned being duly sworn and upon oath states as follows:

1. I am the current owner of the property which is the subject of this application.
2. All statements contained in the applications have been prepared by me or my agents and are true and correct to the best of my knowledge.
3. The application is being submitted with my knowledge and consent.
4. Owner grants the City, its employees, agents, engineers, contractors or other representatives the right to enter upon Owner's real property, located at \_\_\_\_\_ for the purpose of application review, for the limited time necessary to complete that purpose.
5. Owner agrees to hold the City harmless for any loss or damage to persons or property occurring on the private property during the City's entry upon the property, unless the loss or damage is the result of the sole negligence of the City.
6. Non-responsiveness to a City information request for ninety (90) or more days, shall be cause to cancel the application(s) without refund of fees.

EXECUTED at \_\_\_\_\_ (city), \_\_\_\_\_ (state), on \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Signature)

On this day personally appeared before me \_\_\_\_\_ to me known to be the individual who executed the foregoing instrument and acknowledged that he/she signed the same as his/her voluntary act and deed for the uses and purposes mentioned therein.

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Washington  
residing at \_\_\_\_\_

My Commission expires on \_\_\_\_\_

# REVIEW CRITERIA

The applicant bears responsibility for demonstrating that the proposal satisfies all of the permit approval criteria. Planning Division staff are available to discuss the decision criteria you must respond to and necessary supporting materials.

## PERMIT APPROVAL CRITERIA

To the extent that vegetation retention and/or replacement is consistent with project feasibility or reasonable use of the property, vegetation clearing shall be planned and conducted to meet all of the criteria below. These criteria shall be the basis for approval, approval with conditions or denial of any tree clearing included in a Tree Removal and Landscape Modification Permit application.

### *Tree Replacement Standards*

#### *a. Tree Replacement in Sensitive Areas (wetlands, watercourses, buffers and steep slopes).*

- 1). Each existing significant tree removed shall be replaced with new tree(s), native to the Pacific Northwest and the number of trees to be replaced will be based on the diameter of the existing tree as shown below, up to a maximum density of 70 new trees per acre.
- 2). Tree Replacement Ratios

<u>Diameter of Existing Tree Removed</u>	<u>No. of Replacement Trees Required</u>
4 - 8 inches .....	1
8 - 12 inches .....	2
12 - 18 inches .....	4
18 - 24 inches .....	6
>24 inches .....	8

- 3) Tree sizes. Replacement tree sizes at planting shall be determined on a case by case basis, but generally in watercourses and wetlands and their buffers, replacement plants may be between 1 and 5 gallon potted plants. Large caliper replacement trees, as specified in the landscape code may be required for steep slope tree replacement.

#### *b. Tree Replacement in Landscaped Areas*

- 1) Each tree removed will be replaced on a one-to-one basis with a species that will attain a similar size and canopy coverage at maturity as the removed tree would have attained.
- 2) Exceptions will be considered if there are utility, overhead electrical, lines, or other space limitations.
- 3) Replacement Tree Quality and Size. Prior to any tree removal, the applicant shall demonstrate through the Tree Replacement Plan that replacement trees will meet the following minimum standards:
  - a. Minimum sizes shall be 2.5-inch caliper for deciduous trees, 6 to 8 feet in height for evergreen trees, 24 inches in height for shrubs, and 1 gallon for groundcover.
  - b. Replacement plants shall meet current American Standard for Nursery Stock (American Nursery and Landscape Association – ANLA);
  - c. Trees shall be species suited to and adapted to the local climate.
  - d. Planting and maintenance of required replacement trees shall be in accordance with best management practices which ensure the tree’s long-term health and survival.

*c. Impacts to Surrounding Environment* - The timing of, and methods to be used in any proposed vegetation removal shall be such that impacts to protected vegetation, wildlife, fisheries and the surrounding environment are minimized.

*d. Tree Relocation* - Tree relocation shall be carried out according to best management practices, and trees proposed for relocation shall have a reasonable chance of survival.