



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

TREE EXCEPTION PERMIT

INFORMATION

Exceptions to the Tree Regulations, found in TMC 18.54, address situations where undue hardship is created by the strict compliance with the requirements of TMC 18.54. Any authorization for an exception may apply conditions deemed necessary or desirable for the public interest, or necessary to meet the intent of this chapter.

Exceptions to the tree regulations shall not be granted unless all of the following criteria are met:

1. Strict compliance with the provisions of this code may jeopardize project feasibility or reasonable use of the property;
2. Proposed tree removal, replacement, and any mitigative measures proposed, are consistent with the purpose and intent given in TMC 18.54;
3. The granting of the exception or standard reduction will not be detrimental to the public welfare or injurious to other property in the vicinity.

The Director may also require review of an exception request by a third party Qualified Tree Professional at the expense of the applicant.

Exceptions to the tree regulations are considered in conjunction with a Tree Permit.

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 contact you and identify 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.

COMPLETE APPLICATION CHECKLIST

The materials listed below must be submitted with your application unless specifically waived in writing by the Department of Community Development. Please contact us 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. Department of Community Development (DCD) City Staff are available to answer questions about application materials at (206) 431-3670 at the DCD offices at 6300 Southcenter Blvd, Suite 100, Tukwila, WA 98188.

Check items submitted with application	Information Required. <i>May be waived in unusual cases, upon approval</i>
APPLICATION MATERIALS:	
	1. Application Checklist one (1) copy, indicating items submitted with application.
	2. Permit Fee: See Land Use Fee Schedule for standard application fee.
	3. Completed Application Form and drawings (2 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 18.54.050.
	7. Written response to the exception criteria at TMC 18.54.140.
	8. Proposed time schedule of vegetation removal, relocation and/or replacement.
SITE PLAN:	
	9. (a) The site plan must include the following. 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) Tree protection methods, if applicable
	(h) Diameter, species name, location and canopy of significant trees to be removed.
	(i) Location of all sensitive areas (e.g. streams, wetlands, slopes over 15%, and their buffers and setbacks).
PROPOSED TREE REPLACEMENT PLAN:	
	10. (a) Landscape planting plan by a Washington State Landscape Design Professional, certified arborist, or biologist. 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.).



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APPLICATION

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

NAME OF PROJECT/DEVELOPMENT: _____

TYPE OF TREE PERMIT RELATED TO THE EXCEPTION REQUEST (CHECK APPROPRIATE BOX):

<input type="checkbox"/>	A. Tree removal for trees 8-inches in diameter and greater on sites zoned single family and developed with a single-family dwelling or removal of trees from a vacant parcel;
<input type="checkbox"/>	B. Tree impact for work in the Critical Root Zone;
<input type="checkbox"/>	C. Heritage Tree removal or pruning over 20% of existing crown
<input type="checkbox"/>	D. Emergency Tree removal/ Utility Work;
<input type="checkbox"/>	E. Tree removal in sensitive area outside of the shoreline jurisdiction.

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: _____ 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 _____

DECISION CRITERIA

Exceptions to the tree regulations shall not be granted unless all of the criteria below are met. Please provide a written response to the decision criteria.

1. Strict compliance with the provisions of this code may jeopardize project feasibility or reasonable use of the property;
2. Proposed tree removal, replacement, and any mitigative measures proposed, are consistent with the purpose and intent given in TMC 18.54;
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