



## CITY OF TUKWILA

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

## TREE APPLICATION

- A. Tree Removal >8"
- B. Work in Critical Root Zone
- C. Heritage Tree Removal
- D. Emergency Tree Removal/  
Utility Work
- E. Sensitive Area Tree Removal
- F. High/Extreme Risk Tree

## INFORMATION

This document applies to the removal of trees larger than 8-inches in diameter from single family zoned property developed with a single-family home, and for tree removal on any vacant property in the City of Tukwila. The City of Tukwila updated its tree regulations, TMC 18.54, April 10, 2018. Tree removal on vacant parcels is now prohibited prior to requesting permits for development of the site, with only a few exceptions.

For removal of trees 6-8-inches in diameter, on single family zoned sites, developed with a single-family dwelling please use the **Tree Inventory Form**. For requests to remove trees from existing multi-family, commercial and industrial zoned and developed sites in other zones, please use the **Landscape Modification Permit**. Tree removal without a permit is subject to canopy replacement requirements and penalties of TMC 18.54.080 or TMC 18.52.110, as applicable.

The following activities require a Tree Permit:

- A. Removal of trees larger than 8-inches in diameter on sites zoned single-family and developed with a single-family dwelling or on a vacant lot;
- B. Construction that will impact a tree's Critical Root Zone in any zoning district;
- C. Heritage Tree removal or pruning over 20% of existing crown;
- D. Tree removal for utility work; and
- E. Tree removal in sensitive areas outside of the shoreline jurisdiction: wetlands, streams and steep slope areas.
- F. Removal of a high risk or extreme risk tree.

The following actions do not require a Tree Permit:

- The removal of trees that are less than 6 inches in Diameter at Breast Height on property zoned Low Density Residential and improved with a single-family dwelling.
- The removal of Dead Trees outside the shoreline jurisdiction or a sensitive area or its buffer.
- Routine maintenance of trees necessary to maintain the health of cultivated plants or to contain noxious weeds or invasive species.
- Routine maintenance within the right-of-way related to Interference, Sight Distance, Emergencies or Topping as codified in TMC 11.20.
- Removal of trees in the right-of-way related to a capital project that has a landscaping component that includes trees, where there is adequate room in the right-of-way.
- Removal of trees as allowed with a Class I-IV forest practices permit issued by the Washington State Department of Natural Resources. (RCW 76.09)

For tree removal in the Green/Duwamish Shoreline, the **Shoreline Tree Removal and Vegetation Clearing Permit** is used. For tree removal in the public Right-of-Way, a 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 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 and a decision to approve, modify or deny the application will be issued based on the permit evaluation.

## EXCEPTIONS:

Per TMC 18.54.140, exceptions to the requirements of the tree regulations may be granted when undue hardship may be created by strict compliance with the provisions of TMC 18.54. Please use the **Tree Exceptions Permit** application to request an exception to the adopted tree regulations.

## COMPLETE APPLICATION CHECKLIST

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.

### ADDITIONAL MATERIALS MAY BE REQUIRED.

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	<b>Information Required.</b> <i>May be waived in unusual cases, upon approval of Planning. Please review the criteria that staff will use to evaluate your request. These are found at the end of this application.</i>
<b>APPLICATION MATERIALS:</b>	
	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.
	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. An electronic set of all plans in PDF format.
	6. Assessment of a Qualified Tree Professional (if applicable), refer to TMC 18.06, Definitions.
	7. Proposed time schedule of tree removal, relocation and/or replacement, or limits of construction, as applicable.
<b>SITE PLAN:</b>	
	8. (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).
<b>PROPOSED TREE REPLACEMENT PLAN:</b>	
	9. (a) For tree removal for utility work and tree removal in a sensitive area or its buffer, a landscape planting plan by a Washington State Landscape Design Professional, certified arborist, or biologist. Maximum size 24" x 36". Please check with planning staff to determine which professional is appropriate for your project.
	(b) Diameter, species name, spacing, size and location of replacement trees to be used to replace trees that are to be removed.
	(c) Proposed tree relocation plan (methods, protection of tree during process) – if applicable
	(d) Proposed tree maintenance plan (watering, weeding, mulching, etc.)



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**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:** \_\_\_\_\_

**TYPE OF TREE PERMIT (CHECK APPROPRIATE BOX):**

	A. Tree Removal for trees larger than 8-inches in diameter and on sites zoned single family and developed with a single-family dwelling;
	B. Work in the Critical Root Zone;
	C. Heritage Tree Removal or pruning of Heritage Tree over 20% of existing crown
	D. Emergency Tree Removal/Utility Work
	E. Tree Removal in sensitive area outside of the shoreline jurisdiction.
	F. Extreme or high risk tree removal.

**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 \_\_\_\_\_

# PERMIT EVALUATION CRITERIA

The applicant bears responsibility for demonstrating that the proposal satisfies all of the applicable permit evaluation criteria. Planning Division staff are available to discuss the permit evaluation criteria. Please include all applicable supporting materials in your application.

## PERMIT EVALUATION CRITERIA

Staff will be using the applicable evaluation criteria below when they review your permit. Your permit request must be consistent with the relevant evaluation criteria, as identified below.

### A. Tree Removal & Replacement: Trees over 8-inches in Diameter (TMC 18.54.080)

1. For single family zoned properties, developed with a single-family structure, the number of trees that may be removed in a 36-month period without tree replacement is shown in the following Table:

**Single Family Tree Removal Requirements**

Tree Size (DBH)	# of Trees in 36 month period that can be removed	Tree Permit?	Qualified Tree Professional Report?
8-12"	2	Yes	No
12-18"	2	Yes	No
Larger than 18"	1	Yes	No

2. To determine the diameter of your tree, use a tape measure to measure how large the tree trunk is around at 4.5 feet from the base of the tree. Once you have that measurement, divide it by 3.14 – this will give you a rough calculation for the diameter of the tree.
3. If tree replacement is triggered for your property, either due to unpermitted removal or removal that exceeds the numbers in the Table above, the replacement ratios are identified below. If the number of required replacement trees exceeds site capacity, payment is required into the City’s tree fund. You may select any tree you like, if removal is not in a sensitive area, that replaces the mature tree canopy that has been lost due to removal. View the list of [Approved Street Trees](#) for an estimate of mature canopy size for specific species:

**Tree Replacement Requirements**

Amount of Mature Tree Canopy Removed	Equivalent Stature Tree	Number of Replacement Trees
Up to 500 sq. ft.	Small Canopy Tree	1
501-1000 sq. ft.	Medium Canopy Tree	2
Larger than 1,001 sq. ft.	Large Canopy Tree	3

4. For vacant lots, tree removal is prohibited except:
  - a. Trees that interfere with access and/or passage on public trails; or
  - b. Trees, including alders and cottonwoods that have been determined to be one of the following by a Tree Risk Assessment prepared by a Tree Risk Assessor (TMC 18.06), and where the risk cannot be reduced to Low with mitigation, such as pruning:
    - i. Moderate risk with significant consequences;
    - ii. Moderate risk with severe consequences;
    - iii. High risk with a Target or Risk Target; or
    - iv. Extreme risk.
  - c. Factors that will be considered in approving such tree removal include, but are not limited to, tree condition and health, age, risks to life or structures, and potential for root or canopy interference with utilities.

## **B. Tree Protection for Work in the Critical Root Zone (TMC 18.54.070)**

When construction activity is taking place within the critical root zone of trees, either on the developing site or adjacent to it, it is important to protect the tree roots from damage from construction vehicles and materials. The critical root zone is typically measured from the trunk of the tree outward using the standards below.

Applicant must submit a plan to protect the Critical Root Zone (CRZ) of all trees not proposed for removal that may be impacted by the construction, using Best Management Practices and includes the following:

1. The Critical Root Zones (CRZ) for all trees designated for retention, on site or on adjacent property as applicable, shall be identified on all construction plans, including demolition, grading, civil and landscape site plans.
2. Identification of the location of physical barriers, such as 6-foot chain link fence or plywood or other approved equivalent for each individual tree or grouping at the CRZ. The minimum distances from the trunk for the physical barriers shall be based on the approximate age of the tree (height and canopy) as follows:
  - a. Young trees (trees which have reached less than 20% of life expectancy): 0.75 per inch of trunk diameter.
  - b. Mature trees (trees which have reached 20-80% of life expectancy): 1 foot per inch of trunk diameter.
  - c. Over mature trees (trees which have reached greater than 80% of life expectancy): 1.5 feet per inch of trunk diameter.

Alternative protection methods may be used that provide equal or greater tree protection if approved by the Director.

3. Proof of compliance with the requirement for weatherproof signage, as required by TMC 18.54.070.6.
4. Identification of the area(s) that will be used for storage of equipment or refuse, parking for construction vehicles, in relation to the CRZ.
5. The identification of the CRZ of trees on adjacent properties and measures to ensure these areas are not impacted by the proposed development.
6. Plans that identify any branches or limbs that may be damaged by construction machinery and any pruning needed to the trees.

## **C. Heritage Trees: Removal of more than 20% of canopy, or Removal of Heritage Tree (TMC 18.54.170 D)**

1. Removal of Heritage Tree: The Tree Permit may be approved if one or more of the following criteria are met:
  - a. Retention of the tree would make reasonable use of the property allowed under the current zoning impractical or impossible; or
  - b. The removal is necessary to accommodate a new improvement, structure or remodeled structure, and no alternative exists for relocation of the improvement on the site, or that variances to setback provisions will not allow the tree to be saved or will cause other undesirable circumstances on the site or adjacent properties; or
  - c. The tree is hazardous, diseased or storm damaged and poses a threat to the health, safety or welfare of the public; or
  - d. The tree has lost its importance as a Heritage Tree due to damage from natural or accidental causes, or is no longer of historic or natural significance; or
  - e. The tree needs to be removed to accomplish a public purpose and no practical alternative exists.
2. Pruning of Heritage Tree in excess of 20% of the existing crown: The Tree Permit may be approved all of the following criteria are met:
  - a. The protected tree shall be pruned following acceptable arboricultural standards; and
  - b. The tree shall be pruned in a manner that ensures safety to public and private property and shall be carried out by a Qualified Tree Professional; and

## **D. Emergency Tree Removal (TMC 18.54.030 C.4) or Utility Work (TMC 18.54.160.C.3)**

Emergency actions necessary to remedy an immediate threat to people or property, or public health, safety or welfare by a high-risk or extreme-risk tree may be undertaken in advance of receiving a permit. Any person, utility or public entity undertaking such an action shall submit a Tree Permit application within one week of the emergency action and replace tree(s) if required. Additional time to apply for a Tree Permit may be granted at the discretion of the Director.

Utility Work: Trees may only be pruned to lower their height to prevent interference with an overhead utility line with prior approval by the Director. Pruning must be carried out under the direction of a Qualified Tree Professional or performed by the utility provider under the direction of a Qualified Tree Professional. The crown shall be maintained to at least 2/3 the height of the tree prior to pruning.

**E. Tree Removal in Sensitive Areas (TMC 18.45.070 B.9)**

Only hazardous/defective trees, as defined in Chapter 18.06, may be removed from a sensitive area. In cases where the hazard/defect is not obvious, an assessment by an arborist certified by the International Society of Arborists may be required by the Director. Tree replacement in accordance with the chart above is required for any hazardous/defective tree removal. Dead trees may not be removed unless they present a hazard to public safety or structures.