

**TOWN OF YARROW POINT  
COMMUNITY DEVELOPMENT**



4030 -95<sup>th</sup> Ave NE  
Yarrow Point, WA 98004  
(425) 454-6994 Fax: (425) 454-7899



**PERMIT NO.**

ACCEPTED \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

ISSUED \_\_\_\_\_ DATE \_\_\_\_\_

**APPLICATION FOR TREE REMOVAL PERMIT – PRIVATE PROPERTY**

To be completed by owner or owner's agent:

PROPERTY ADDRESS \_\_\_\_\_ PARCEL NO. \_\_\_\_\_  
PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_  
OWNER'S AGENT \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_  
PROJECT DESCRIPTION \_\_\_\_\_

IS THE PROPOSED WORK WITH 200' OF LAKE WASHINGTON? \_\_\_\_\_

**A Tree Removal Permit is required for the removal of any "significant tree" within Yarrow Point. A "significant tree" is any tree with a diameter of 18" measured four and one-half feet above the ground. (This is commonly referred to as 18" dbh).**

**Submittal Requirements:**

- \_\_\_\_\_ SITE PLAN: Show the location, size, and species of all significant trees on the property. Indicate the trees scheduled for removal. (YPMC 20.22.050.A.1)
- \_\_\_\_\_ SITE PLAN - ADDITIONAL INFORMATION FOR PROJECTS INVOLVING SITE DEVELOPMENT (GRADING) ACTIVITIES OR CONSTRUCTION: Show the location, size, and species of all trees within 20' of the proposed construction activity and/or site development. (YPMC 20.22.050.A.2) *(Note: may be N/A)*
- \_\_\_\_\_ TREE PROTECTION PLAN for applications associated with construction or site development. (YPMC 20.22.050.A.3) *(Note: may be N/A)*
- \_\_\_\_\_ MITIGATION PLAN (YPMC 20.22.050.A.4) *(Note: may be N/A)*
- \_\_\_\_\_ IDENTIFICATION: Placement of a yellow tape around the circumference of the tree(s) planned for removal. Place the tape 4.5' above the ground. (YPMC 20.22.050.B)

RCPT NO. _____	PERMIT FEE \$ _____
REC'D BY: _____	
AMOUNT: _____	

REVIEW COMPLETE/APPROVED FOR ISSUE:

\_\_\_\_\_  
Date

**I certify under penalty of perjury that I am the owner of the above described property or the duly authorized agent of the owner(s) acting on behalf of the owner(s) and that all information furnished in support of this permit application is true and correct. I further certify that all applicable federal, state, county, and local requirements for the work authorized by this permit will be met.**

SIGNATURE \_\_\_\_\_ OWNER  AGENT

DATE \_\_\_\_\_

General Permit Conditions:

1. The owner or the owner's agent may apply for a project permit by submitting this form with the necessary additional documentation and permit fee to Yarrow Point Town Hall.
2. The Yarrow Point Building Department issues the following project permits:
  - **Building Permits** are required to construct buildings, garages, carports, porches, decks, piers, boat lifts, bulkheads, retaining walls over 4 feet in height, swimming pools, fences, large antennas, and substantial recreational facilities. There may be other situations in which the Building Official determines that a building permit is required.
  - **Mechanical Permits** are required for the installation, replacement, or repair of mechanical systems and appliances in new or existing residences.
  - **Demolition Permits** are required to remove 50% or more of an existing structure or if utilities must be disconnected during a project.
  - **Fire Sprinkler Permits** must have a design approval that is required through review of your fire sprinkler plans by the Bellevue Fire Dept. located in the Bellevue City Hall. The Town of Yarrow Point will also provide a review of approval and will then issue your permit.
  - **Right of Way Use Permits** must be obtained for work altering public streets or right of ways. Private roads are exempt.
  - **Right of Way Encroachment Permits** are required for landscaping or installation of anything other than gravel or grass in the Town right of way.
  - **Site Development Permits** must be obtained for projects involving fill or excavation totaling 50 cubic yards or more, clearing 750 square feet or more, adding 120 square feet or more of new impervious surface, retaining walls or rockeries over four feet in height, grading or paving of an area used for storm water facility, or connection, extension and/or modification of the public and/or private storm and surface water drainage systems including, but limited to, detention and other runoff control facilities.
  - **Tree Removal Permits** for the removal of all "significant trees" on private property.
3. Permits from other authorities may be required and include, but are not limited to:
  - **Electrical Permits** are issued by the Washington State Dept. of Labor & Industries.
  - **Plumbing Permits** are issued by the King County Department of Health.
4. All construction must conform to the requirements of the current edition of the Washington State Building Code, the Uniform Building Code, the Uniform Mechanical Code, the Yarrow Point Building and Zoning Codes and other state and local codes that may apply.
5. The permit card, approved plans, and other permit documents must be posted or available at the project site at all times when authorized work is in progress. Work must start within 180 days of the permit issue date. Permits are valid for 18 months from the date of issue.

6. Any changes to the construction or location of this project must be submitted to Town Hall for review prior to the actual work taking place. Additional fees may be due before final approval of revisions is granted.
7. The height of all new structures or remodeled roof lines must be verified to conform to the height restrictions of the Yarrow Point Zoning Code by a licensed professional surveyor prior to your framing inspection.
8. During construction, work must not proceed until the Town Building Inspector has approved each stage of construction. Inspections other than the final must be scheduled 24 hours in advance. A final inspection for new construction must be scheduled three days in advance. In addition, the Town building inspector may require special inspections by the engineer of record or a previously approved inspector.

Construction hours are as follows. These hours are STRICTLY enforced. Violation will result in a STOP-WORK ORDER.

<b>Monday through Friday</b>	<b>7 AM – 6 PM</b>
<b>Saturday</b>	<b>9 AM – 5 PM</b>
<b>Sunday and Holidays</b>	<b>No Work Allowed</b>

9. Contractors must comply with the Town’s parking regulations and he/she must file a traffic control and parking plan with the Town. The Building Official will review this plan and forward a copy of it to the Clyde Hill Police Department. The Building Official will place a Stop Work Notice with possible deposit forfeiture for repeated violations.
10. Contractors are responsible for removing dirt and construction debris from the roadway and for protecting neighboring properties from runoff or other damage from construction.
11. Contractors should code sales tax on job-related costs to **State Revenue Code 1730**.
12. The permit conditions listed here are general conditions only. Additional permit conditions may be imposed and will be listed on the actual permit card.
13. \*Fees will be reassessed if the Building Official determines that the market value estimate was inaccurate.

**I certify that I have read the general permit conditions listed above and that I understand that failure to comply with these and any other permit conditions listed on the permit card or imposed during construction may result in a Stop Work Order.**

Signature \_\_\_\_\_ Owner  Agent  Date \_\_\_\_\_