

**TOWN OF YARROW POINT  
COMMUNITY DEVELOPMENT**



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

**INSPECTIONS: 206-310-8254**

**PERMIT NO.**

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

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

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

EXPIRES \_\_\_\_\_

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

CONTRACTOR NAME \_\_\_\_\_

PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

REGISTR. NO. \_\_\_\_\_ EXPIRES \_\_\_\_\_

TAX NO. \_\_\_\_\_

PROJECT DESCRIPTION \_\_\_\_\_

A Tree Removal Permit is required to remove any "Significant tree" within Yarrow Point. "Significant tree" means any tree that is at least 12 inches at DSH. Significant trees also include those specified under YPMC: 20.22.020 (L) with their respective DSH measurements.

**Submittal Requirements:**

**For All Tree Removal Permits:**

- SITE PLAN** (YPMC 20.22.060.A.2): The site plan must include the following:
  1. Applicant name, property address, or parcel number.
  2. North arrow, property lines, structures, and adjacent streets (aerial imagery from Google may be acceptable).
  3. Approximate location of all trees with a diameter at standard height (DSH) of 6 inches or greater, clearly labeling the trees proposed for removal. A survey may be required if trees are not clearly within the property boundaries (YPMC 20.22.060.A.6.C).
  4. A tree table listing all trees 6 inches DSH or greater with notes on which trees are to be removed.
- MITIGATION PLAN** (YPMC 20.22.100.B) (Note: may be N/A):
 

The minimum tree density requirement is one significant tree per 5,000 square feet of lot area. If the tree density requirement is not met, mitigation is required. The applicant must provide a tree mitigation plan that includes the location, size, and species of all mitigation trees. (YPMC 20.22.030)
- BOND** (YPMC 20.22.100.H). Alternative compliance and Exemption listed below (Note: may be N/A)
  1. Plant on other property in Yarrow Point Owned by same party (YPMC 20.22.100.J)
  2. Pay a Fee in Lieu (YPMC 20.22.100.K)
  3. Additional Tree Plantings beyond density requirements (YPMC 20.22.100.L)
  4. Trees planted for mitigation of a hazardous tree (YPMC 20.22.050.C)

**For Tree Removal During Development:**

- ARBORIST REPORT** (YPMC 20.22.060.A.7.b): Submit a report prepared by a qualified professional that evaluates the significant trees on site, as well as all trees in the adjacent areas impacted by the proposed construction.
- SITE PLAN** (YPMC 20.22.060.A.3): In addition to requirements listed above for the site plan also include the location, size, and species of all trees within 20 feet of the proposed construction or site development.
- TREE PROTECTION PLAN** (YPMC 20.22.060.A.7.d): A tree protection plan is required for all construction sites and shall be identified on site permit documents. (YPMC 20.22.120)

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- HAS AN EAGLE NEST BEEN IDENTIFIED WITHIN 660' OF THE PROPOSED TREE FOR REMOVAL?  YES  NO  
IF YES, PROVIDE THE PERMIT OR DOCUMENTATION COMPLYING WITH 50 CFR 22.80 PER YPMC 20.22.060 (6).
  - IS WORK WITHIN 200 FEET OF LAKE WASHINGTON HIGH WATER LINE?  YES  NO  
IF YES A SHORELINE PERMIT IS REQUIRED
  - DO YOU INTEND TO USE ANY TOWN RIGHT OF WAY AS PART OF THE TREE REMOVAL PROCESS?  YES  NO  
IF YES, THEN A RIGHT OF WAY USE PERMIT IS REQUIRED.
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**FEES:**

- **Level 1:** Tree removal permit \$500.00. This will include up to two hours of staff time. Anything beyond that will be billed ¼ hour increments at the consultant hourly rate.
- **Level 2:** For a single hazard tree removal requiring no mitigation: \$250.00.

TOTAL DUE AT APPLICATION \$ \_\_\_\_\_  
REC'D BY: \_\_\_\_\_  
RCPT NO. \_\_\_\_\_  
AMOUNT: \_\_\_\_\_

TOTAL DUE AT ISSUANCE \$ \_\_\_\_\_  
REC'D BY: \_\_\_\_\_  
RCPT NO. \_\_\_\_\_  
AMOUNT: \_\_\_\_\_

REVIEW COMPLETE/APPROVED FOR ISSUE:	
_____	_____
Town Arborist	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 \_\_\_\_\_

**Specific Permit Conditions:**

1. Town personnel, including Town contractors, are authorized to access the property upon 24 hours' notice to the property owner to inspect the property and determine compliance with Chapter 20.22 YPMC.
2. If applicable, it is the property owner's responsibility to arrange for replacement of any and all financial guarantees prior to a change of property ownership.
3. Concurrent with submittal of the tree removal permit application, the owner shall identify every significant tree proposed for removal by placing yellow tape around the circumference of the tree at the DSH (YPMC 20.22.060.B).
4. Compliance with all applicable laws including the Yarrow Point Municipal Code is required.

**General Permit Conditions:**

1. The following additional permits, issued by the Town, may be required:
  - **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.
  - **Shoreline Substantial Development Permits** are required for new construction involving grading in excess of 250 cubic yards outside of the main home's footprint when within 200' of Lake Washington's Ordinary High Water Mark (OHWM). If the grading threshold is not met and the work is within 200' of the OHWM, a **Shoreline Exemption Permit** is required.
2. 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. Permits are valid for 6 months from the date of issue. (YPMC 20.22.090)
3. Any changes to the scope of work on the approved permit must be submitted to the Town for review and approval prior to any work not in the original permitted scope taking place. Additional fees and conditions may apply.
4. All work shall be approved by the Town Arborist. All inspections must be scheduled 24 hours in advance.
5. 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>

6. Property owners and their contractors shall comply with the Town's parking regulations.
7. Property owners and their contractors are responsible for removing dirt and debris from the roadway and for protecting neighboring properties from runoff or other damage from construction.
8. Property owners and their contractors shall code sales tax on job-related costs to **State Revenue Code 1730**.
9. Additional permit conditions may be imposed and added to the permit card.

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

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