

TREE PERMIT APPLICATION – FORM A

Town Arborist • arborist@yarrowpointwa.gov
4030 – 95th Ave NE, Yarrow Point, WA 98004

Per Yarrow Point Municipal Code Chapter 20.22 Private Property Tree Code, an approved tree removal permit is required before removing any significant tree. Mitigation planting may be required.

If tree removal or tree impacts are associated with a building permit, demolition, grading, or any site development, do NOT use this form. Use "Tree Permit Application – Form B" which is often required for construction projects, even when no tree removal is proposed (YPMC 20.22.060(A)(3)).

TOWN USE ONLY

Permit No. TREE- _____ - _____
Date received: _____ By: _____
Fee \$ _____ Receipt No. _____
Complete? ☐ YES ☐ NO
Approved: _____ Issued: _____
Expires (6 mo. from issue): _____

PART 1 — PROPERTY & APPLICANT

Property address	Parcel No.
Property owner	Owner phone / email
Owner mailing address (if different)	Owner's agent (if any) — name / phone / email
Tree contractor — company / contact	Contractor registration no. / expires

PART 2 — TREES PROPOSED FOR REMOVAL

How many?	List each tree: tag/number • species • DSH (inches). Must match the site plan and tree table.
Reason for removal (brief)	

PART 3 — REMOVAL TYPE

Check all that apply; removal type determines your required attachments in Part 4 (page 2)

- ☐ **STANDARD REMOVAL** — significant tree (12" + DSH, or some native species at 6" or 8" DSH) → Part 4-A
- ☐ **HAZARD TREE** — removal is requested because of tree risk, defects, or substantial disease. → Parts 4-A + 4-B
- ☐ **EMERGENCY REMOVAL** — the tree posed an extreme, immediate risk and was (or must be) removed before permit issuance. This application is due within 7 days of removal. → Parts 4-A + 4-B + 4-C
- ☐ **HERITAGE TREE** — any tree proposed for removal is 36 inches DSH or larger. → Parts 4-A + 4-D (+ 4-B if hazard)

Your application is NOT complete — and the Town's review does not begin — until every applicable item listed in PART 4 on the following page is received (YPMC 20.22.070(A)(1)). Incomplete applications will be returned with a list of outstanding items.

See the Tree Removal Permit Application Guide for what each item must include.

PART 4 — REQUIRED ATTACHMENTS (check each item you are submitting)**4-A. ALL APPLICATIONS** (every item below is required for any tree permit application)

- ☐ **Site plan** — name/address/parcel; north arrow, property lines, structures, adjacent streets; location, species, and DSH of EVERY tree 6" DSH or greater; tree(s) proposed for removal are clearly labeled. 20.22.060(A)(2)
- ☐ **Tree table** — every tree 6"+ DSH on the property with a number, species, DSH, class (non-significant, significant, or Heritage) and proposed action (remove or retain).
- ☐ **Permit fee** — per current Town fee schedule. 20.22.060(A)(5)
- ☐ **Yellow tape placed** — tape at DSH on every tree proposed for removal, at time of submittal (photo confirmation acceptable). 20.22.060(B)
- ☐ **Tree density calculation** — lot area ÷ 5,000 sq ft (rounded) = required significant trees. Trees with trunks that span across property lines count as .49 credits. Trees in the public right-of-way (ROW) are excluded. 20.22.030
After tree removal, will the site have at least the minimum required significant trees remaining?
 - ☐ Yes — the property will still have at least the minimum required number of significant trees remaining.
 - ☐ No — the property will not have enough significant trees. **Mitigation is required — complete and attach Form C (see Part 4-F).**

4-B. HAZARD TREE REMOVALS (required for removal of trees due to risk)

- ☐ **Arborist report by a qualified professional** — ISA Certified Arborist or ASCA RCA with current TRAQ credential; identifies each tree (species, DSH, location), photos of the defect, named targets and occupancy rating, overall TRAQ rating of HIGH or EXTREME, and why the risk cannot be mitigated. 20.22.020(F),(K)
- ☐ **ISA Basic Tree Risk Assessment Form** — one per tree, fully completed, signed and dated. A letter is not a substitute for the form. 20.22.060(A)(7)(e)

4-C. EMERGENCY REMOVALS (extreme risk only — filed within 7 days of removal. Note that items in 4B may also be required)

- ☐ **Photo / video evidence** — showing (1) the entire tree, (2) the hazardous condition, and (3) the tree's location relative to people or structures at risk. 20.22.050(B)
- ☐ **Date of removal** _____ (application due within 7 days; insufficient evidence may result in violation penalties under 20.22.140)

4-D. HERITAGE TREES (36"+ DSH) (Heritage trees are protected per 20.22.040 and may only be removed under certain criteria)

- ☐ **Removal justification** — hazard documentation (Part 4-B) 20.22.040(B)
- ☐ **Mitigation plan** — mitigation planting is always required for heritage removal: one mitigation tree per heritage tree, evergreen-for-evergreen. Complete and attach Form C (Part 4-F). 20.22.040(D), 20.22.100(N)

4-E. SHORELINE JURISDICTION (within 200 ft of Lake Washington)

- ☐ **Shoreline permit status** — shoreline exemption or Substantial Development Permit identified, applied for, or obtained. 20.22.060(C); SMP
- ☐ **Shoreline mitigation plan** — by a qualified professional; tree mitigation at minimum 2:1 by number, on site within shoreline jurisdiction unless infeasible; SMP vegetation retention priority applied. SMP 5.6.C–E

4-F. MITIGATION — IF REQUIRED (Heritage tree removal or property falls below minimum tree density requirements)

- ☐ **Form C — Tree Mitigation & Financial Guarantee Worksheet** — completed and attached. Form C walks you through the mitigation calculation, the planting minimums (10 ft evergreen / 3" caliper deciduous; see Town's Preferred Species and Prohibited Species lists), and the financial guarantee election. 20.22.100, 20.22.110
- ☐ **Financial guarantee** — elected on Form C (warranty bond, fee-in-lieu, extra-tree alternative, or hazard exemption) — the guarantee must be received by the Town BEFORE the permit is issued (20.22.100(H)).

4-G. ADDITIONAL REQUIREMENTS (These items may or may not apply to your project)

Has an eagle nest been identified within 660 feet of any tree proposed for removal?	☐ NO	☐ YES → attach 50 CFR 22.80 documentation YPMC 20.22.060(A)(6)
Are wetlands, streams, steep slopes, or their buffers on or near the site?	☐ NO	☐ YES or UNSURE → critical areas review may apply
Will Town right-of-way be used for the removal?	☐ NO	☐ YES → Right-of-Way Use Permit required

PART 5 — FEES

☐ **Level 1 — Tree removal permit: \$500** (includes up to two hours of staff time; additional time billed in ¼-hour increments at the consultant hourly rate of \$154.65 per hour as of 2026)

☐ **Level 2 — Single hazard tree removal requiring no mitigation: \$250**

Fees are set by Town Council fee resolution (updated March 2026) and is subject to change.

PART 6 — CERTIFICATIONS & SIGNATURES

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), and that all information furnished in support of this 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: _____

I acknowledge that: this permit must be kept on site with the approved site plan before any removal begins and the Town will publish notice on the Town website (20.22.080); the permit expires six months from issuance (20.22.090); Town personnel may access the property upon 24 hours' notice to verify compliance (permit conditions); changes to the approved scope require Town approval before work occurs; and failure to comply with permit conditions may result in a stop-work order and penalties under YPMC 20.22.140.

Signature: _____ ☐ Owner ☐ Agent Date: _____

SUBMIT TO: Town of Yarrow Point Clerk's Office, 4030 – 95th Ave NE, Yarrow Point, WA 98004, or
permits@yarrowpointwa.gov.

Questions? The Tree Removal Permit Application Guide (available from Town Hall and the Town website) explains every required item, or request a pre-application meeting with the Town Arborist.