

This permit covers all tree management during construction or land use activities that trigger the Yarrow Point Private Property Tree Code (YPMC 20.22).

**This permit is often required as part of a construction, demolition, grading, or site development project even if no tree removal is proposed.** Retained trees must be protected during construction (YPMC 20.22.060(A)(3), 20.22.120).

**TOWN USE ONLY**

Permit No. TREE-\_\_\_\_\_-\_\_\_\_\_  
Assoc. building permit: \_\_\_\_\_  
Date received: \_\_\_\_\_ By: \_\_\_\_\_  
Fee \$\_\_\_\_\_ Receipt No. \_\_\_\_\_  
Complete? ☐ YES ☐ NO  
Approved: \_\_\_\_\_ Issued: \_\_\_\_\_

**PART 1 — PROPERTY, APPLICANT & PROJECT**

|                                                                                                                                                                                                                                                                                                               |                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <b>Property address</b>                                                                                                                                                                                                                                                                                       | <b>Parcel No.</b>                                   |
| <b>Property owner</b>                                                                                                                                                                                                                                                                                         | <b>Owner phone / email</b>                          |
| <b>General contractor / builder — company &amp; contact</b>                                                                                                                                                                                                                                                   | <b>Project arborist — name / firm / credentials</b> |
| <b>Associated building / land-use permit no.(s)</b>                                                                                                                                                                                                                                                           | <b>Anticipated construction start date</b>          |
| <b>Project type (check all that apply)</b><br><input type="checkbox"/> New residence <input type="checkbox"/> Addition / remodel <input type="checkbox"/> Demolition <input type="checkbox"/> Grading / site alteration <input type="checkbox"/> Accessory structure<br><input type="checkbox"/> Other: _____ |                                                     |

**PART 2 — TREES**

☐ **NO tree removal is proposed** — this application covers tree protection only. (Parts 4-A and 6-A still apply.)  
☐ **Tree removal IS proposed** — complete the lines below and Part 3.

|                                                   |                                                                                                              |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>How many?</b>                                  | <b>List each removal tree: tag/number • species • DSH (inches). Must match the site plan and tree table.</b> |
| <b>Significant trees RETAINED on site (count)</b> | <b>Off-site trees within 20 ft of project footprint (count)</b>                                              |

**PART 3 — REMOVAL CIRCUMSTANCES & SCREENING**

☐ **HERITAGE TREE (36"+ DSH) proposed for removal** — buildable-area/setback justification or hazard documentation required. 20.22.040; → Part 4-C  
☐ **HAZARD TREE** — qualified-professional arborist report + ISA Basic Tree Risk Assessment Form (TRAQ HIGH/EXTREME) required. 20.22.020(F),(K)  
☐ **Tree removal will drop density below the minimum** — mitigation required. 20.22.030, 20.22.100; → Part 4-C

**Your application is NOT complete — and the Town's review does not begin — until ALL applicable items listed under Part 4 (following page) below is received (YPMC 20.22.070(A)(1)). Incomplete applications will be returned to the applicant.**

**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 CONSTRUCTION TREE PERMITS** (required even with zero removals)

- ☐ **Site plan** — name/address/parcel; north arrow, property lines, existing and proposed structures, adjacent streets; location, species, and DSH of EVERY tree 6" DSH or greater, on site AND off-site within 20 feet of the project footprint; removal vs. retain clearly labeled. 20.22.060(A)(2)–(3)
- ☐ **Tree table** — every on-site tree 6"+ DSH and off-site tree within 20 ft: tag, species, DSH, remove/retain, protection notes.
- ☐ **Tree protection plan** — Tree Protection Zone (TPZ) for every retained tree (1 ft radius per inch DSH or smaller if recommended by a Qualified Professional), 6-ft cyclone fencing type/location, signage, mulch, access routes, trenching/tunneling methods, shown on plans. 20.22.060(A)(7)(d); 20.22.120
- ☐ **Erosion control plan** — sediment fencing near TPZs must be surface-mounted (not trenched). 20.22.060(A)(7)(a)
- ☐ **Tree density calculation** — lot area ÷ 5,000 sq ft (rounded) = required significant trees; count after construction; mitigation needed yes/no. 20.22.030

**4-B. IF REMOVAL IS PROPOSED**

- ☐ **Yellow tape** — tape at DSH on every tree proposed for removal, at time of submittal (photo confirmation acceptable). 20.22.060(B)
- ☐ **Reason for each removal** — construction conflict (footprint/grading), hazard, or other — noted in the tree table or arborist report.
- ☐ **Hazard documentation** — if any removal is claimed as a hazard: qualified-professional report + ISA Basic Tree Risk Assessment Form per tree. 20.22.020(F); 20.22.060(A)(7)(e)

**4-C. IF MITIGATION IS REQUIRED** (density shortfall or heritage removal)

- ☐ **Mitigation / replanting plan** — location, size, species of every mitigation tree (10 ft evergreen / 3" caliper deciduous minimums; approved species); planting within 6 months unless tied to construction completion. 20.22.100(B)–(E)
- ☐ **Heritage justification** — if a heritage tree is proposed: showing that the structure footprint or a listed improvement cannot be located without removal, or hazard documentation. 20.22.040(B)–(C)

Financial guarantee — check ONE:

- ☐ Warranty bond (\$2,500/tree, capped per 20.22.100(H))    ☐ Fee-in-lieu (20.22.110)
- ☐ Extra-tree alternative (20.22.100(L))

**4-D. ADDITIONAL REQUIREMENTS** (may apply)

- ☐ **Arborist Report** — by a qualified professional; evaluates on-site significant/heritage trees AND adjacent trees impacted by construction; suitability for retention; impact assessment. 20.22.060(A)(7)(b)

**PART 5 — FEES**

Tree Permit — Construction: per the current Town Council fee resolution (updated March 2026). Review time beyond the included hours is billed in ¼-hour increments at the Town Arborist consultant's hourly rate.

Permit Application Fee: \_\_\_\_\_ Town Arborist Hourly Rate: \$154.65 (as of 2026)

**PART 6 — CERTIFICATIONS & SIGNATURES****6-A. TREE PROTECTION ACKNOWLEDGMENTS** (initial each line)

- \_\_\_\_\_ TPZ fencing will be installed and inspected BEFORE any clearing, demolition, or construction begins. 20.22.120
- \_\_\_\_\_ The Town Arborist will be notified at least 48 hours before any work within a TPZ. 20.22.120
- \_\_\_\_\_ No storage of materials, equipment, spoils, or washout within any TPZ; no grade changes or trenching in a TPZ without approved methods (tunneling/boring where required). 20.22.120
- \_\_\_\_\_ TPZ fencing remains until final inspection; removal or relocation requires Town Arborist approval.

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, and that all persons performing work on the project (including contractors and subcontractors) will be informed of the tree protection requirements of this permit.

Owner/Agent signature: \_\_\_\_\_ ☐ Owner ☐ Agent Date: \_\_\_\_\_

I acknowledge that: this permit and approved plans must be kept on site for the duration of construction and the Town will publish notice on the Town website (20.22.080); Town personnel may access the property upon 24 hours' notice to verify compliance; damage to retained or off-site trees, work within a TPZ without approval, or removal beyond the approved scope may result in a stop-work order and penalties under YPMC 20.22.140; and final approval of the associated building permit may be withheld until tree permit conditions (including mitigation planting) are satisfied.

Owner/Agent signature: \_\_\_\_\_ ☐ Owner ☐ Agent Date: \_\_\_\_\_

**SUBMIT TO:** Town of Yarrow Point Town Hall, 4030 – 95th Ave NE, Yarrow Point, WA 98004, or  
permits@yarrowpointwa.gov.