

303

CITY OF KENMORE, WA TREE REMOVAL CHECKLIST

18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Staff use Area	Permit Number: _____	Approval Stamp Here
	Project Number: _____	
	Includes Exceptional Trees? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Hazard Tree Removal Only: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Replacement Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of New Trees: _____ Replacement Trees		

This checklist is for activity NOT related to development

PROPERTY INFORMATION

Address: _____

Parcel Number: _____

Property Size: _____ SF Use: Single-family Multi-family Commercial Vacant
*In Square Feet*Was this property part of a recent development? Yes No Don't knowAre there any mapped, known, or suspected environmentally critical areas located on site or in proximity to the site? Yes No Don't know
If yes, identify the type of critical area below Lake Washington Sammamish River Swamp Creek Stream Wetland Bald Eagle Nest Great Blue Heron Rookery Habitat of Importance Erosion Hazard Seismic Hazard Landslide Hazard Flood Hazard

I certify that the subject tree(s) is located on my private property: _____ (initials)

I certify that I am working on behalf of the Homeowner's Association, or other responsible agent or entity representing a property that is jointly owned (i.e., tract): _____ (initials)

PROPOSED TREE REMOVAL

Provide the type and size of trees proposed for removal:

Tree #	Tree Species (Common Name)	Size (d.b.h.) in inches
1		
2		
3		
4		
5		

*To remove more than five trees, provide size and type information as an attachment.*Number of **Significant Trees** proposed for removal with a minimum diameter of six inches (6") measured at 4.5 feet above grade (see definition on page 3): _____ TreesNumber of **Exceptional Trees** proposed for removal (see definition on page 3): _____ Trees

Have any of the trees been removed prior to permit approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has there been any other tree removal on site <u>this year</u> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many? _____
Have the trees been reviewed by a certified arborist?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have any of the trees been identified as hazardous? (High or Extreme Risk, by a qualified tree risk assessor)	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide a copy of the Basic Tree Risk Assessment</i>
Have any of the trees been designated as protected as part of an approved tree management plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know

PROPERTY OWNER

Name:	
Address:	Phone:
E-mail	

PROJECT ARBORIST

Name:	Certification #:
Address:	Phone:
E-mail	

CONTRACTOR

Company Name:	Contact Person:
Address:	Phone:
E-mail:	License #:

SUBMITTAL DOCUMENTS (REQUIRED)

The following items are required and shall be provided as an attachment to the application:

Site Plan showing the locations of:

- Property lines and adjacent streets;
- Property address and parcel number;
- Site area in square feet;
- Location, dimension, and use of any easements;
- Location of existing site features (structures, driveways, walkways, critical areas, buffers, etc.);
- Existing trees, those proposed for removal, and replacement trees (location, size, type);
- Boundaries of critical areas and buffers;

SUPPORTING DOCUMENTS

The following documents may be required. If you have them prepared prior to the permit application, include them with your submittal. If you don't have these items prepared, the city may request them during review if necessary.

Arborist Report

- This report is required when removing trees from a critical area or buffer, when the yearly threshold is exceeded, or when a tree has previously been designated for protection.
- The report should include an ISA Basic Tree Risk Assessment for each tree. The risk assessment must be prepared by a qualified arborist (i.e., an ISA certified arborist with TRAQ certification).

Copy of Contractor's Bid or Estimate

- Sometimes a contractor's bid or estimate will have useful tree information regarding the condition of the tree. The city requests this item not to know how much the removal costs, but to know more about the tree and means of removal.

Photos (must be in color)

DEFINED TERMS (Ordinance no. 24-0621 effective 11/9/2024)

“Significant Tree” means an existing healthy tree that is not a hazard tree and that is at least six (6) inches in diameter at breast height (DBH) as measured at 4.5 feet (54 inches) above the ground. For trees with multiple leaders at 4.5 feet above the ground, the DBH shall be the combined cumulative total of branches greater than six (6) inches diameter at 4.5 feet above the ground.

“Exceptional Tree” means a tree which because of its unique combination of size, species, and age is worthy of long-term retention for the purposes and values set forth in KMC 18.57.015, and that has been determined to constitute an important community resource and may not be removed or damaged.

1. All healthy specimens of tree species in Table 1 are exceptional trees if they have a diameter at breast height (d.b.h.) equal to or greater than that listed for the respective species. For trees with multiple leaders at four and one-half feet above the ground, the d.b.h. shall be the combined cumulative total of branches greater than six inches diameter at four and one-half feet above the ground. For trees that have been removed and whereas only the stump remains, the size of the tree shall be measured from the diameter of the top of the stump.
2. Any healthy tree with a d.b.h. of 48 inches or greater is an exceptional tree except those in Table 2 that are never considered exceptional.

Table 1. Exceptional Tree Species and Required Diameters at Breast Height (d.b.h.)

Tree Species (Common Name)	Scientific Name	d.b.h.	Tree Species (Common Name)	Scientific Name	d.b.h.
American Elm	<i>Ulmus americana</i>	30"	Pacific Dogwood	<i>Cornus nuttallii</i>	24"
Bigleaf Maple	<i>Acer macrophyllum</i>	42"	Pacific Yew	<i>Taxus brevifolia</i>	48"
Douglas Fir	<i>Pseudotsuga menziesii</i>	30"	Pine (any species)	<i>Pinus</i> family	30"
Giant Sequoia	<i>Sequoiadendron giganteu</i>	30"	Shore Pine	<i>Pinus contorta</i>	12"
Grand Fir	<i>Abies grandis</i>	24"	Sitka Spruce	<i>Picea sitchensis</i>	24"
Madrona	<i>Arbutus menziesii</i>	12"	Western Hemlock	<i>Tsuga heterophylla</i>	24"
Oregon Ash	<i>Fraxinus latifolia</i>	24"	Western Red Cedar	<i>Thuja plicata</i>	30"
Oregon White Oak	<i>Quercus garryana</i>	24"	Willow (any species)	<i>Salix</i> family	24"

Table 2. Tree Species That Are Not Exceptional Trees

Tree Species (Common Name)	Scientific Name
Alder (any species)	<i>Alnus</i> family
Black Cottonwood	<i>Populus trichocarpa</i>
English Holly	<i>Ilex aquifolium</i>
Leyland Cypress	<i>Cupressus x leylandii</i>

“Hazard Tree” means any tree that has a high probability of failure due to any structural defect, disease or damage or combination of defect, disease, or damage. A “high probably of failure” means falling and causing damage to persons or property. A “hazard tree” includes, but is not limited to, any isolated tree(s) that have a high probability of failure due to low wind-firmness in post construction conditions as determined by a qualified tree protection professional. An ISA Tree Risk Assessment is required to demonstrate a tree is hazardous. Any tree that is an imminent hazard to life and/or property (e.g., a fixed occupied target) may be removed immediately. For trees that would have required a permit, a post-mortem arborist report and tree removal permit application must be submitted to the city defining the hazard with supporting documentation and evidence (including photographs) within seven (7) business days. When a tree is removed due to a bona fide emergency (like storm damage or a hazard posing immediate risk to life or property), the property owner is responsible for documenting the removal. This documentation typically includes but is not limited to: (1) Date and time of the incident; (2) Description of the emergency that justified the removal (e.g., storm damage, tree uprooted); (3) Photographs before, during, and after removal if possible; (4) Any professional assessment from a certified arborist explaining the immediate threat; and (5) Receipts or reports from any contractors involved in the emergency removal. Maintaining this documentation helps demonstrate compliance and is essential if questions arise about the legitimacy of the emergency removal.

All provisions of laws and ordinances governing this type of work will be complied with. I certify under penalty of perjury that the information provided on this application is true and correct and, further that I am authorized by the owner of the above premises to perform the work for which the permit application is made. I further agree to hold harmless the City of Kenmore as to any claim (including costs, expenses, and attorney’s fees incurred in investigation and defense of such claim), which may be made by any person, including the undersigned, and filed against the City of Kenmore, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information supplied to the City as part of this application.

OWNER/APPLICANT: _____
signature

Date: _____

I hereby authorize the City representatives to inspect my property Monday-Friday between the hours of 8:00 a.m. and 5:00 p.m. during this permit application process for verifying site conditions.