

<b>Received Stamp</b>		<b>Planning Department</b> 15535 Main St. NE PO Box 1300 Duvall, WA 98019 (425) 788-2779 FAX (425) 788-8097 <a href="http://www.duvallwa.gov">www.duvallwa.gov</a>
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## Tree Maintenance - Removal Permit Application

This form must be completed (clearly printed or typed) and submitted to the City to file an application. For questions, please contact the Planning Department at (425) 788-2779.

### FOR STAFF USE ONLY

File No.:	Received By:	Date Received:
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Property Owner:

Owner Address:

Phone # (      )

Signature:

Does the site have a structure or active use?

Number of Trees on site:

Number of Trees proposed to remove:

List Trees Proposed to Be Removed (attached additional pages if necessary):

No. *	Type/Species	Size	Location	In ROW?	Reason

**Attach a site plan (\*Trees no. above to correspond to tree number on site plan)**

Does the property have any of the following:

Native Growth Protection Easement? (NGPE):

Sensitive Areas? :

Landscape Buffer? :

Is this request in conjunction with any other active City permits? :

If yes, Permit # :

Has there been prior tree removal from this site (within the last 12 months)? :

If so, when? :

**All tree maintenance or removal requests shall comply with all regulations listed in DMC 14.40. Regulations apply to both developed and new development site. Please contact the Planning Department if you have any questions regarding these regulations.**

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### TREE MAINTENANCE – REMOVAL GENERAL INFORMATION

<b>No.</b>	If you have more than one tree on this request, number the trees on the site plan to correspond to this list.
<b>Type/Species</b>	Provide at least whether the tree is evergreen (doesn't lose leaves), conifer (needle-bearing) or deciduous (loses leaves in winter).
<b>Size</b>	Measure or estimate the diameter of the tree trunk at breast height (4 feet above the ground). Note if there is more than one trunk per tree.
<b>Location</b>	Describe in general where the tree is located on the property (e.g. front yard, back yard, next to gazebo, etc.) Compass directions (e.g. NW corner) would be helpful.
<b>In ROW?</b>	Do you know if the tree is in the public Right of Way (ROW)? If no curbs, sidewalks, or planting strips, look for utility poles and water meters (these are usually in ROW). These tree maintenance – removal requests will be referred to Public Works (425-788-3434). If you are unsure, please indicate in box.
<b>Reason</b>	Private homeowners are allowed to remove <b>only two healthy significant trees (16" diameter) in a twelve-month period.</b> Hazard, dead, or dying trees can be removed after a letter of request documenting the situation is submitted to the City by a property owner and/or homeowner's association. <b>In the event that the tree is not obviously dead, dying or a hazard, a letter from an arborist describing the condition of the tree shall be submitted with the letter of request.</b> See DMC 14.40.030 for more details and information.
<b>Certified Arborist</b>	A list of certified arborists can be located at <a href="http://www.pnwisa.org">www.pnwisa.org</a> , <a href="http://www.isa-arbor.com">www.isa-arbor.com</a> or call Pacific Northwest Chapter of International Society of Arboriculture at (503) 874-8263, or is using "Tree Service" in the yellow pages look for the "certified arborist" logo.
<b>Site Plan</b>	Attach a simple site plan on 8.5" x 11" paper showing the approximate location of the trees (by numbers) on list) in relation to other trees, building/structures, public roads, driveway, any known sensitive areas/easements, and any other features.

#### **Native Growth Protection Easements (NGPE), Landscape buffer or Sensitive Areas**

Natural features such as wetlands, steep slopes, streams and their buffers are designated as protected area with these types of easements and are recorded on the property plat. Tree removal in these areas is restricted, requiring appropriate reason for removal (e.g. hazards), explored options to removal (e.g. snag creation) and a replacement plan. Please call the Planning Department at 425-788-2779.

#### **Tree Removal with other permits or activity on site.**

If the trees are being removed in conjunction with site improvements, grading or other activities requiring permits, this request will be forwarded to the appropriate review party (different regulations may apply).

**For more information about this information or any other questions, please contact Planning at 425-788-2779.**