



**City of Sammamish  
Tree Management Public Information Handout**

## Healthy Tree Removal – Permit Required

**Do you have a healthy tree on your property you want removed? Are you an arborist, tree care company, or landscaping company performing tree work in the City of Sammamish at the request of the property owner?**

If either of these questions applies to you the information listed below may assist you in navigating City of Sammamish’s tree preservation regulations established in [Chapter 21A.37 of the Sammamish Municipal Code](#) (SMC).

A permit to remove a healthy significant tree is required. A significant tree is defined as a coniferous tree with a diameter of eight (8) inches or more DBH<sup>1</sup> or a deciduous tree with a diameter of twelve (12) inches or more DBH that is noninvasive and in a healthy condition.

**NOTE:** Tree removal in violation of the City’s tree preservation standards is considered a criminal misdemeanor and is subject to civil penalties which may include site restoration, fine, and imprisonment.

**This information applies to:**

- Developed single family residential properties
- Developed commercial properties

**This information does not apply to:**

- Proposed development
- Speculative clearing

Property owners may elect to remove healthy significant trees on their property in accordance with Chapter 21A.37 SMC. Depending on the property’s zoning and the presence of regulated critical area features (erosion hazard areas, frequently flooded areas, landslide hazard areas, seismic hazard areas, critical aquifer recharge areas, wetlands, streams, and fish and wildlife habitat conservation areas) the following limitations apply:

- A permit is required for all healthy tree removals, as outlined below.
- The following tree removal table applies to properties zoned R-1, R-4, and R-6:

<b>Lot Size</b>	<b>% of significant trees allowed to be removed every 10 years</b>	<b># of significant trees allowed to be removed every year</b>	<b>Cumulative # of significant trees allowed to be removed per rolling 10-year period</b>
<b>&lt; ¼ ac</b>	50%	2	6
<b>¼ – ½ ac</b>	40%	4	12
<b>½ – 1 ac</b>	30%	6	18
<b>1 – 2 ac</b>	20%	8	24
<b>&gt; 2 ac</b>	10%	10	30

<sup>1</sup> Tree size is measured in Diameter at Breast Height (DBH) – standard forestry methodology for measuring tree size.



- Properties zoned R-8, R-12, R-18, O, NB, and CB may remove up to four trees per year and not more than eight trees over a five-year period regardless of parcel size.
- Replacement trees must be planted in accordance with [SMC 21A.37.280](#).
- When located within regulated critical area features or buffers (erosion hazard areas, frequently flooded areas, landslide hazard areas, seismic hazard areas, critical aquifer recharge areas, wetlands, streams, and fish and wildlife habitat conservation areas) as defined by SMC 21A.15.254, tree removal and clearing activity is restricted to that allowed under [Chapter 21A.50 SMC](#). If you have healthy trees you wish to remove in proximity to one of these areas, contact a City Planner for more information.
- Special circumstances may allow for removal of additional trees beyond the prescribed annual allowance as permitted by [SMC 21A.37.240](#).

#### **Tree Pruning Considered as Tree Removal**

Tree maintenance in the form of pruning is allowed without a permit and is not considered as tree removal when:

- No more than 30% of the tree's branches (canopy) are removed over the life of the tree<sup>2</sup>.
- The pruning does not include topping<sup>3</sup>.
- The pruning is performed in a manner that protects tree health and promotes healthy growth.

#### **Steps to Remove a Healthy Significant Tree**

1. **Determine if desired condition/objective can be accomplished through pruning.** Is it possible to meet your objectives without removing the tree? If so, pruning activity is allowed without permit (see note above). Tree pruning as an alternative to tree removal is strongly encouraged to help maintain the City's valuable canopy and character.
2. **Removal of healthy significant trees is required to achieve desired condition/objective.** If removal of a healthy significant tree is proposed, a permit is required.
3. **Complete permit application and prepare documentation.** If removal is proposed, a permit application must be submitted to the City of Sammamish Permit Center. The permit application includes the following items:
  - Tree Permit application form;
  - A legible and scalable site plan or sketch on appropriate paper size, including identification and numbering of all trees (size in DBH and species) on the property, identifying trees to be removed;

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<sup>2</sup> Unless pruning plan is prepared by Licensed Arborist and submitted to City of review.

<sup>3</sup> Topping is defined as the removal of the top of the tree regardless of historical topping, typically associated with view management, not allowed.



- Tree removal table listing trees to be removed with numerical reference to tree location on site plan. The tree removal table may be integrated into the required site plan;
  - Tree replacement/replanting plan that clearly shows the number, size, species, and location of trees to be replanted, including notes on timing of replanting and maintenance procedures to be followed during tree establishment period<sup>4</sup>. The tree replanting plan may be integrated into the required site plan; and
  - A coversheet describing the proposed tree removal action and replanting.
4. **Submit permit application.** Paper applications for tree removal permits can be submitted in person to the City's Permit Desk at City Hall, or a digital copy may be submitted online through [MyBuildingPermit.com](http://MyBuildingPermit.com).
  5. **City review of permit application.** Following submittal of the items listed in Step 3, the permit application will be reviewed for compliance with tree preservation standards listed in Chapter 21A.37 SMC. If additional information or corrections are required, the City will contact the applicant listed on the application.
  6. **Permit issued by City.** Following review of the application package by the City, a permit will be issued authorizing tree removal and replanting.
  7. **Remove the tree(s).** After the permit is issued, the applicant may proceed with the tree removal. Keep in mind the following:
    - Blocking the public street with tree removal and tree chipping equipment is not permitted.
    - Staging of tree removal equipment in a public street may be approved through a separate Right of Way Permit.
    - Removal of trees located on property lines requires permission from both owners.
    - Removal of large trees may impact adjacent non-wind firm trees.

Thank you for your help in our commitment to preserving and growing our forest canopy. Tree removal questions can be directed to [treeremoval@sammamish.us](mailto:treeremoval@sammamish.us) or by calling 425-295-0500.

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<sup>4</sup> Tree replacement/replanting plans should include notes on timing of replanting (fall or spring is preferred) procedures to be followed to ensure survival during tree establishment period of one growing season.



801 – 228<sup>th</sup> Avenue SE • Sammamish, WA 98075 • Phone: 425-295-0500 • Fax: 425-295-0600 • web: www.sammamish.us

PERMIT NUMBER							

## Tree Removal Permit

Check # \_\_\_\_\_

Are you applying because of a code violation you received? Yes \_\_\_\_\_ No \_\_\_\_\_

### PROPERTY

Job Site Address:										
City/State/Zip:										
Tax Parcel No:										
Lot Size:		< ¼ AC		¼ - ½ AC		½ - 1 AC		1 - 2 AC		>2AC

### PROPERTY OWNER

Owner Name:	Phone/Fax:
Mailing Address:	City/State/Zip:
Email:	Cell:

### OWNER'S AUTHORIZED AGENT/CONTACT

Name:	Phone/Fax:
Mailing Address:	City/State/Zip:
Email:	Cell:

### CONTRACTOR

Company Name:	Phone/Fax:
Contact:	
Mailing Address:	City/State/Zip:
Email:	Cell:
State License No:	Expiration:

### **Job Description:**

All Provisions of laws and ordinances governing this type of work will be complied with. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction of the performance of construction. Applications for which no permit is issued within 180 days following the date of application shall expire by limitation; plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official.

**I hereby certify that I have read and examined this application and know the same to be true and correct.**

**Signature of Owner or Authorized Agent:**

**Date:**

After the permit is issued and the work is complete please call the Permit Center 425-295-0500

# COMMUNITY DEVELOPMENT TREE REMOVAL

**A TREE REMOVAL PERMIT IS REQUIRED FROM THE CITY IN ORDER TO REMOVE DECIDUOUS OR CONIFEROUS TREES OVER A CERTAIN CIRCUMFERENCE.**

**A permit is required for trees meeting the following definition of “significant tree”:**

- Any healthy, non-invasive coniferous tree over 8 inches in diameter measured at 54 inches up from the base.
- Any healthy, non-invasive deciduous tree over 12 inches in diameter measured at 54 inches up from the base.

**Please note that there are limits on the number of significant trees that may be removed per year and within a 10-year period (details in SMC 21A.37.240).**

**The following replanting requirements apply after removal:**

Size of Tree Removed	Number of Replacement Trees
Coniferous 8” - 22” Deciduous 12” - 22” (“Significant Tree”)	1 replacement tree
22” - 32” (“Heritage Tree”)	2 replacement trees
32” or larger (“Landmark Tree”)	3 replacement trees
Tree sizes are measured in diameter at 54 inches up from the base	

- Replacement coniferous trees must be at least 8 feet in height.
- Replacement deciduous trees must be at least 2.5 inches in diameter.
- Replacement trees must be primarily native species. Non-native species will be considered at the recommendation of a Certified Arborist, or with City approval.
- Additional tree replacement standards may be found in SMC 21A.37.280.

**A complete application for tree removal will include the following:**

- The completed Tree Removal Permit application and appropriate filing fee. (For three or less trees, no fee is due. For four or more trees, a flat fee of \$62.00 is due at time of submittal)
- Two copies of a scaled site plan detailing the location, species, and diameter of **all trees on-site** meeting the significant tree definition specified above. Mark the trees to be removed and include a statement explaining the reason for removal.
- Clearing of trees and/or vegetation is **not allowed** in critical areas or critical areas buffers unless the tree(s) in question presents a clear hazard. The City may require an arborist's report to accompany an application to support the cutting, trimming or removal of trees within critical areas or native growth protection areas and replanting may be required.
- Additional hourly fees may apply if the permit is related to a code violation or to a critical area or buffer.

The signed completed application, documentation, and appropriate fees should be brought apply online at [www.mybuildingpermit.com](http://www.mybuildingpermit.com) or in person to City Hall for submittal to the Permit Center staff. Submittals can be received between 8:30pm and 4:00pm Monday through Friday.

**Minimum Site Plan Requirements for a Tree Removal Application:**

*Required Information:*

1. Applicant Name
2. Street Address
3. Tax Parcel Number
4. North Arrow
5. Approximate location and dimensions of property lines
6. Approximate location and dimensions of existing buildings, driveways and septic systems
7. Approximate location of **all trees on site** meeting the significant tree definition (please include distance from at least two property lines – see drawing). Mark the trees to be removed.
8. Approximate location of any sensitive areas (e.g. wetlands, streams, steep slopes)
9. Tree diameter (inches) and species
10. Approximate location of required replacement trees.

*Preferred Information:*

11. Scale of the drawing (e.g. 1 inch = 20 feet)

**Informational Only:**

**Applicant needs to provide site plan specific to parcel. This drawing will not be accepted.**

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Street Name / Address

