

TREE REMOVAL PERMIT APPLICATION

ABOUT TREE REMOVALS

A permit is required to remove a healthy, significant tree for existing single-family residential properties and existing commercial properties. This includes pruning that removes more than one-third of the existing branches. If development on the site is proposed or anticipated, removal shall not take place until a permit for construction has been issued.

The number of trees allowed to be removed depends on the property's zoning, the presence of critical areas, the lot size, and the number of trees previously removed. For more information, visit www.sammamish.us/trees.

REMOVAL OF SIGNIFICANT TREES			
LOT SIZE	PERCENTAGE OF TREES ALLOWED TO BE REMOVED PER 10 YEARS	TREES ALLOWED TO BE REMOVED PER YEAR	TOTAL TREES ALLOWED TO BE REMOVED PER 10 YEARS*
< 0.25 acres (ac)	50%	2	6
0.25 ac – 0.5 ac	40%	4	12
> 0.5 ac – 1.0 ac	30%	6	18
> 1.0 ac – 2.0 ac	20%	8	24
> 2.0 ac	10%	10	30

*Not a calendar year

Once verified by the City, trees may also be removed if they are unhealthy or hazardous or are an imminent threat. Please see the following page for more information.

FEES

FEES APPLICABLE TO THIS PROJECT
Tree Removal
15% Technology Fee
See current fee schedule

Please note that additional hourly fees may apply if related to a code violation or the site is in a critical area or buffer. See page 3 of this form for fee information related to imminent threat tree removal.

Code References

Trees, Environment & Sustainability
SMC 21.03.060

Construction Permit Approval
SMC 21.03.070.I.2.b

Resources

[Tree Management Webpage](#)
[Online DBH Calculator](#)
[Arborist Certification Webpage](#)
[King County iMap](#)
[Sammamish Property Tool](#)

Questions?

[Email the Permit Center](#)

City of Sammamish
801 228th Ave SE
Sammamish, WA 98075
www.sammamish.us

TREE REMOVAL PERMIT APPLICATION

OWNER INFORMATION

☐ Owner is organized as an LLC*

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____
(required) (required)

APPLICANT/REPRESENTATIVE INFORMATION

☐ Applicant is organized as an LLC*

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____
(required) (required)

**O2020-513 requires owners/applicants organized as a single-member or multiple-member LLC to provide the names and addresses of all members, including all individuals who hold transferable interests in the applicant or its members. Please provide this information using the supplemental form on www.MyBuildingPermit.com.*

PROPERTY INFORMATION

Property Address: _____

Parcel Number(s): _____

Lot Size: ☐ < ¼ acre ☐ ¼ - ½ acre ☐ ½ - 1 acre ☐ 1-2 acres ☐ 2 + acres

Number of existing significant trees: _____ Number of trees removed over past ten years*: _____

**Not calendar years*

DIAMETER BREAST HEIGHT (DBH)

Sammamish defines significant, heritage, and landmark trees by their Diameter Breast Height (DBH).

Please visit www.sammamish.us/trees for more information on DBH and an online DBH calculator, which will assist in obtaining the information on the following page.

HEALTHY TREES (SIGNIFICANT, HERITAGE & LANDMARK)

The DBH of your tree (see page 2 for more details) determines which tree type you have. Please complete the table below based on the DBH of your tree(s). This information helps determine your replanting requirements.

TREE TYPE	DBH SPECIFICATION(S)	NUMBER TO BE REMOVED
Significant Tree	Coniferous: 8 + inches; Deciduous: 12 + inches	
Heritage Tree	22 + inches	
Landmark Tree	32 + inches	

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UNHEALTHY TREES

Number to be removed:

An Arborist Report, prepared by an ISA-licensed professional arborist, is required. However, if the tree is clearly dead, you may submit a photograph (saved as a PDF) that clearly shows the tree’s condition in place of the Arborist Report. The City reserves the right to submit any arborist report provided by the applicant to the City’s on-call contract arborist for peer review to verify the accuracy of the information. The applicant is responsible for all costs associated with the peer-review service. If a peer review is required to continue processing the permit application, the reviewer will notify the applicant directly.

HAZARDOUS TREES

Number to be removed:

A TRAQ-certified Professional Arborist licensed by the International Society of Arboriculture (ISA) must be hired by the applicant to evaluate hazardous trees. After the City reviews the submitted Assessment Form, an Arborist Report prepared by an ISA-certified arborist may also be required. The City reserves the right to submit any Tree Risk Assessment or arborist report provided by the applicant to the City’s on-call contract arborist for peer review to verify the accuracy of the information. The applicant is responsible for all costs associated with the peer-review service. If a peer review is required to continue processing the permit application, the reviewer will notify the applicant directly.

IMMINENT THREAT TREE REMOVAL

Number removed:

This form should be submitted by property owners who have removed a significant tree due to an emergency event where the tree may have caused serious/life-threatening injury or death. While there is no fee for imminent threat tree removal, staff review the information submitted to determine if the removal qualified as an imminent threat. If the condition that prompted the removal does not qualify as an imminent threat, staff will contact you to discuss next steps. Next steps will include a retroactive permit as a Significant Tree Removal and/or the tree removal actions being subject to Code Enforcement.

TREE REMOVAL SUMMARY

	# PROPOSED FOR REMOVAL
HEALTHY SIGNIFICANT TREES	
HEALTHY HERITAGE TREES	
HEALTHY LANDMARK TREES	
UNHEALTHY TREES	
HAZARDOUS TREES	
IMMINENT THREAT TREES	
TOTAL PROPOSED FOR REMOVAL	

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SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:
(For example: *Site Plan*)

- ☐ 01. Signed Application Form
- ☐ 02. Site Plan ([see example](#))
- ☐ 03. ISA Basic Tree Risk Assessment Form (**hazardous trees only**)
 - Must be provided by a professional Arborist licensed by the International Society of Arboriculture with Tree Risk Assessment Qualification certification.
 - After the City reviews the submitted Assessment Form, an Arborist Report prepared by an ISA-certified arborist may also be required.
- ☐ 04. Arborist Report (**unhealthy trees only**)
 - The arborist report must be prepared by a professional Arborist licensed by the International Society of Arboriculture.
 - A photograph (saved as PDF) that clearly shows that the tree is dead can be submitted in lieu of the arborist report.
- ☐ 05. Photographs (**imminent threat trees only**)
 - For imminent threat trees, must clearly document the posed threat to persons or property.
 - A photograph (saved as a PDF) that clearly shows the tree was an imminent threat can be submitted as supporting documentation.

CERTIFICATIONS & SIGNATURES

I have read this application in its entirety and certify that all information submitted, including any supplemental information, is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application. I understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed pursuant to [SMC 21.09.010.F](#).

I understand that 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, fines, and imprisonment.

Owner Signature: _____ Date: _____

Applicant/Representative Signature (if applicable): _____ Date: _____

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ONLINE SUBMITTAL INSTRUCTIONS

1 Create an account on www.MyBuildingPermit.com.

2 Select “Apply For Permit” and then select “Sammamish” as the jurisdiction.

3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Clearing & Grading	Any Project Type	Trees or Vegetation Only	Tree Removal Permit

4 Complete & save this form before uploading it in the “File Upload” section along with the required submittal documents.