



LEVEL I TREE REMOVAL PERMIT APPLICATION

Application Number: _____
Date: _____

Notice of Application must be posted for two (2) days. Tree removal without approval will be subject to monetary penalties and/or restoration under LFPMC 16.14.130

Do I Need a Level I Tree Removal Permit?

- A Level I permit is issued for removal of no more than two significant* trees from a developed property in any twelve-month period (see Level I Tree Permit Customer Information Bulletin).
- A Level II permit is required for removal of between two to five significant* trees (see Level II Tree Permit Customer Information Bulletin).
- Trees in sensitive areas (wetlands, steep slope hazard areas and streams) or their associated buffers require a Sensitive Area Work Permit as regulated by LFPMC 16.16.
- Emergency activities necessary to remedy an *immediate* threat to public health, safety or welfare are exempt from requiring a permit.
- Grading activity when there is a potential impact to significant tree(s) by activity on a developed site requires a Level II permit to conduct a tree assessment.

*A significant tree is a tree with a diameter of at least 6 inches as measured at 4.5 feet above average grade.

What are the Requirements for Tree Replacement for Level I Permits?

- All applications will be checked to ensure that the number of trees on site is at least 35% of the number of trees on site as of January 1, 2004. If proposed trees for removal would take the tree count below 35 percent of the trees that were on the property in 2004, then a corresponding number of replacement trees may be required.
- One tree must be planted to replace each significant trees removed. Replacement trees must be a minimum of 2 inch caliper for deciduous trees and 6 to 8 feet tall for evergreen trees.
- \$300 per tree may be paid into the City Forestry Account in lieu of replacement. Off site replacement may also be an option.
- Inspection of replacement trees must be complete prior to final approval.

What Are the Posting Requirements for Permits?

- Applicants will receive a Notice of Application which must be posted on site for two days prior to tree removal.
- Once approved, the permit must remain posted on site at least one week after the approved activity has been completed.
- Work can commence once the Level I approved permit is posted on site.

Applicant to Complete the Following Information and Provide a Site Plan on the Back Page:

ADDRESS OF PROPERTY: _____

OWNER OF RECORD: _____ OWNER PHONE NUMBER: _____

CONTRACTOR/ REPRESENTATIVE*: _____ CONTRACTOR PHONE NUMBER: _____

STATE LICENSE NUMBER: _____ EXPIRATION DATE: _____

CITY BUSINESS LICENSE NUMBER**: _____

NUMBER OF SIGNIFICANT TREES CURRENTLY ON SITE: _____

NUMBER OF SIGNIFICANT TREES ON SITE IN 2004: _____

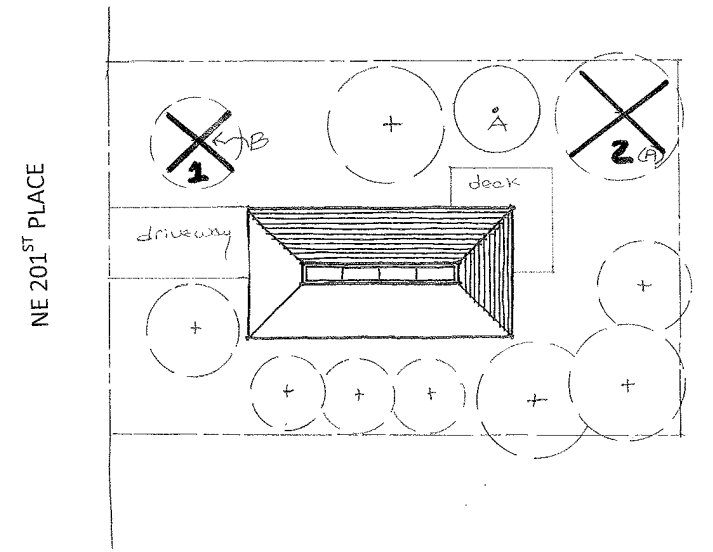
NUMBER OF SIGNIFICANT TREES PROPOSED FOR REMOVAL: _____

ARE THERE ANY KNOWN SENSITIVE AREAS ON SITE OR IN PROXIMITY TO THE SITE, SUCH AS STEEP SLOPES, WETLANDS OR STREAMS? _____

METHOD OF TREE REMOVAL: _____ APPROXIMATE DATE OF WORK _____

**A City of Lake Forest Park business license is required to operate in Lake Forest Park. A contractor that is licensed by Lake Forest Park is required to be licensed by the state, bonded and insured.

Example Site Plan:



Site Plan Instructions:

Provide a site plan of your property showing trees to be removed in relation to buildings, power lines, streets, and existing trees to remain. Permits are processed quickly if the following conventions are followed as illustrated by the example site plan to the right.

- Number and draw an "X" over each tree to be removed.
- List each tree by number in "Table 1" below, list their characteristics and note the replacement tree letter.
- List the replacement trees by letter in "Table 2" and provide their characteristics. Identify the locations of the replacement trees on the site plan, label them with a letter.

Draw Site Plan Here:

Blank area for drawing the site plan.

TABLE 1: DESCRIPTION OF TREE(S) PROPOSED FOR REMOVAL:

TREE #	<u>TYPE OR SPECIES</u>	<u>SIZE (DIAMETER)</u>	<u>GENERAL LOCATION</u>	<u>IN RIGHT OF WAY? (Y/N)</u>	<u>REASON FOR REMOVAL</u>	<u>REPLACEMENT</u>
Example	Big-leaf Maple	18"	backyard	N	Too Big	Tree "A"
1						A
2						B

TABLE 2: DESCRIPTION OF REPLACEMENT TREE(S):

TREE LETTER	<u>TYPE OR SPECIES</u>	<u>SIZE</u>	<u>LOCATION</u>	<u>IN RIGHT OF WAY? (Y/N)</u>	<u>REPLACEMENT FOR TREE #</u>	<u>PLANTING SCHEDULE</u>
Example	Douglas Fir	8' Height	backyard	N	1	Early Spring
A						
B						

Level I Tree Removal Permit

*This permit must be posted on site prior to removal of trees
and must remain on site for at least one week after tree removal.*

Permit # _____

Parcel # _____ Applicant _____

Address _____ Phone # _____

Status _____

Application Date _____

Decision Date _____

*THIS PERMIT IS VALID ONLY FOR TREE REMOVAL DESCRIBED IN THIS PERMIT.
THIS PERMIT IS VALID FOR 180 DAYS THROUGH _____.*

Are there any known environmentally sensitive areas on site or in the vicinity? Yes No
If yes, describe: _____

Conditions: No riding earthmoving equipment allowed onsite.

Signature of Responsible Official: _____
Notice Posted: _____

Replanting Plan Approved? Yes No _____ Fee in Lieu? Off Site?

Replanting Plan Comments:
Inspection is required. Please call for an inspection at (206) 957-2835 after replanting has occurred.

Inspection Record		
<i>Approval</i>	<i>Date of Inspection</i>	<i>Comments</i>

Mayor
David R. Hutchinson

Councilmembers
Don Fiene
Alan Kiest
Sandy Koppenol
Roger Olstad
Ed Sterner
Dwight A. Thompson
Donovan Tracy



17425 Ballinger Way NE
Lake Forest Park, WA 98155
Telephone: (206) 368-5440
FAX: (206) 368-6251

CITY OF LAKE FOREST PARK DEPARTMENT OF PLANNING AND BUILDING
AFFIDAVIT OF POSTING FOR LEVEL ONE TREE REMOVAL PERMITS

FOR DEPARTMENT OF PLANNING AND BUILDING USE ONLY

File No.: _____ Date: _____

Applicant: _____ Phone Number: _____

Number of Trees Removed: _____ Number of Trees Replanted: _____

Date of Posting Period:

From: At least two days prior to tree removal To: One week following tree removal

Affidavit of Posting:

I will post a completed City of Lake Forest Park Notice of Application on my property located at _____ beginning on the date of _____. The Notice of Application will be posted two days prior to tree removal and one week after removal takes place. The notice must be posted in a visible location that is legible from the road and private property. I understand that my permit may be withheld until the above referenced property is properly posted and the two-day comment period has subsequently elapsed.

Signature

Date

Mayor
David R. Hutchinson

Councilmembers
Don Fiene
Alan Kiest
Sandy Koppenol
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NOTICE OF APPLICATION FOR LEVEL I TREE REMOVAL PERMIT

The City of Lake Forest Park has received an application for a Level I Tree Removal Permit.

File No.: _____ Date of Request: _____

Applicant: _____

Site Address: _____

Trees to be removed: _____ Trees to be replanted: _____

The City of Lake Forest Park Planning Department is currently in the process of reviewing this application for compliance with all applicable City standards and regulations. If the application is found to be in compliance, the City anticipates issuing approval of this permit. Interested parties may submit comments on this proposal for the duration of this posting. All written comments should be addressed to the City of Lake Forest Park Planning Department and mailed or hand delivered to 17425 Ballinger Way NE, Lake Forest Park, WA 98155. Comments will also be accepted via email.

THIS NOTICE MUST BE POSTED FOR TWO DAYS PRIOR TO TREE REMOVAL AND IS NOT TO BE REMOVED UNTIL ONE WEEK AFTER TREE REMOVAL TAKES PLACE. PLEASE REMOVE FROM APPLICATION AND POST ON THE FRONT OF THE PROPERTY WHERE IT CAN BE SEEN FROM THE ROAD.

Additional information may be obtained by contacting the Lake Forest Park Planning Department at (206) 368-5440 X 127