



# ADMINISTRATIVE TREE REMOVAL AND REPLACEMENT PERMIT APPLICATION

Application Number: \_\_\_\_\_

Date: \_\_\_\_\_

## Site Plan

Provide a site plan of your property showing the location of the following items:

- Trees to be removed
- Significant trees within 25' of removal
- Replacement trees
- Buildings, driveways and other notable features

### TREES TO BE REMOVED

TREE #	TYPE OR SPECIES	SIZE (Diameter Of Trunk 4 ½ Feet Above the Ground)*
<i>Example</i>	<i>Big-leaf Maple</i>	<i>18"</i>
1		
2		

### REPLACEMENT TREES\*\*

A		
B		

\*Trees with diameters greater than 28" will require an Arborist Consult Permit

\*\*Please Review the City's Approved Replacement Tree List for acceptable species

### Applicant to Complete the Following Information:

ADDRESS OF PROPERTY: \_\_\_\_\_ APN: \_\_\_\_\_

OWNER OF RECORD: \_\_\_\_\_ OWNER PHONE NUMBER: \_\_\_\_\_

CONTRACTOR/ REPRESENTATIVE: \_\_\_\_\_ CONTRACTOR PHONE NUMBER: \_\_\_\_\_

STATE LICENSE NUMBER: \_\_\_\_\_ CITY BUSINESS LICENSE NUMBER: \_\_\_\_\_

TOTAL NUMBER OF SIGNIFICANT TREES ON SITE: \_\_\_\_\_ SIGNIFICANT TREES PROPOSED FOR REMOVAL: \_\_\_\_\_

NUMBER OF SIGNIFICANT TREES REMOVED IN THE LAST THREE YEARS: \_\_\_\_\_

ARE THERE ANY NEARBY SENSITIVE AREAS, SUCH AS STEEP SLOPES, WETLANDS OR STREAMS? \_\_\_\_\_

DO YOU WANT THE CITY TO MAIL THE TREE PERMIT TO YOU WHEN IT IS READY: **YES / NO**

**Release/Hold Harmless Agreement**

A permit issued pursuant to this application signifies only that the proposed project complies with City ordinances and regulations, and the applicant is advised that the City has not performed a risk assessment with respect to the project. In consideration of the issuance of the permit, the applicant, on behalf of him/herself and heirs and assigns, shall release, indemnify, and defend and hold the City of Lake Forest Park harmless from any and all damages and/or claims for damages, including reasonable attorneys fees, arising from or in any way related to the issuing of a permit pursuant to this application.

Endangered Species Act, U.S.C. 16.31, et. seq., may apply to this project, and that the applicant is responsible for complying with such other laws, the applicant shall release the City of Lake Forest Park, indemnify and defend it from any claim, damages, injuries, or judgments, including reasonable attorney's fees, arising from or related to violations of such other laws or regulations.

The applicant further understands that the applicant's contractor must procure and maintain for the duration of the project, insurance against claims or injuries to persons or damages to property which may arise from or in connection with the project authorized by the permit. The City of Lake Forest Park is not responsible to verify whether contractors not included on this permit application are licensed, insured and bonded.

By signing below you are certifying that the trees mentioned in this application to be removed are to the best of your knowledge on the property of the owner listed on this application. Before making application you should confirm that the limits of the property have been correctly identified.

**Affidavit of Posting Agreement**

I agree to post the subject property as described in Lake Forest Park Municipal Code section 16.14.040. A notice must be posted a minimum of two days before removal and shall remain posted at least one week after the approved activity has been completed. When removal is taking place an approved tree permit must also be posted onsite. Failure to correctly post the property will result in the cancelation of an issued permit and enforcement under Lake Forest Park Municipal Code section 16.14.130.

**Landmark Trees**

I agree that the sizes of the trees presented in this application are accurate to the best of my knowledge and that no Landmark Trees will be removed (Landmark Trees are defined as trees that have a Diameter at Breast Height of 28" or greater). \_\_\_\_\_  
Initial

**SIGN BELOW IF YOU INTEND TO REMOVE THE TREE YOURSELF WITHOUT CONSULTING A CONTRACTOR:**  
*I, the undersigned, am going to remove the tree(s) as owner/builder without consulting a tree removal contractor and grant permission for public officials and staff of the City of Lake Forest Park to enter the subject property for the purpose of inspection and posting attendant to this application.*

*I, hereby certify under penalty of perjury that I have read and examined this application and know the same to be true and correct*

\_\_\_\_\_  
Signature of applicant, owner or representative

\_\_\_\_\_  
Date

**SIGN BELOW IF YOU INTEND TO HIRE A TREE REMOVAL CONTRACTOR TO REMOVE YOUR TREES:**  
*I, the undersigned, intend to hire a tree removal contractor to remove the tree(s) proposed for removal in this application and further understand that a city business license is required to operate in Lake Forest Park and have, therefore, included all of the information necessary to accurately identify the subject contractor. I, the undersigned, also understand that this permit will not be issued until the subject contractor has obtained a Lake Forest Park business license. I, the undersigned, grant permission for public officials and staff of the City of Lake Forest Park to enter the subject property for the purpose of inspection and posting attendant to this application.*

*I, hereby certify under penalty of perjury that I have read and examined this application and know the same to be true and correct*

\_\_\_\_\_  
Signature of applicant, owner or representative

\_\_\_\_\_  
Date



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

## NOTICE OF APPLICATION FOR ADMINISTRATIVE TREE REMOVAL PERMIT

The City of Lake Forest Park has received an application for an Administrative 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 be also accepted via email at [jfranich@ci.lake-forest-park.wa.us](mailto:jfranich@ci.lake-forest-park.wa.us).**

**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.**

*Additional information may be obtained by contacting the Lake Forest Park Planning Department at (206) 957-2832.*