

Tree Removal Permit Submittal Checklist

Planning & Community Development
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This checklist covers submittal requirements for a Tree Removal Permit. Tree removals can also be approved through Building Permits, Site Development Permits, and Clearing & Grading Permits.

Name _____ City Staff _____

Date _____ Zone District _____

Address(es) or Tax Parcel ID(s) _____

Project Description _____

The following information is needed to submit an application for review. Read each item carefully and provide all applicable information. Submittal items may vary based on your scope of work and property characteristics.

Please review the City's [Tree Regulations for Private Property handout](#) and Shoreline Municipal Code (SMC) [20.50 Subchapter 5](#) to learn more about the City's tree code. If you have questions about the City's code or submittal requirements, please email pcd@shorelinewa.gov to connect with a **planner** who can walk you through the requirements.

To access this
checklist online
visit shorelinewa.gov/checklists



NOTE: Proposals to remove six (6) or more trees will require a [Clearing & Grading Permit](#) instead of a Tree Removal Permit.

Incomplete submittals and documents not meeting the standards listed below will not be accepted for review.

Submittal Standards

To submit online, please review the City's [Electronic Permitting handout](#) to find out how to set up an account, submit applications, submit revisions, check on your permit status and more. Electronic submittals are preferred, but if submitting on paper, two (2) copies of all documents are required.

When submitting online, all forms and plans must be in Portable Document Format (PDF). PDFs shall be printed or plotted to PDF, not scans of an image. All PDF plans shall be plotted to scale and include a graphic scale bar. PDFs shall be flattened and unlocked to allow for document mark-up. A 2-inch tall by 3-inch-wide space must be left blank on the cover sheet of all plans to allow for City stamps.

Drawings must be clear, and information must be legible. Documents must be named in accordance with the [City's naming conventions](#). Each document listed below must be uploaded as its own PDF file and may not be combined with other documents.

Required Documents

- [Permit Application and Critical Area Worksheet](#)
- Submittal Fee
 - Please reference the City's [fee schedule](#) for current application fees.
- Site Plan
 - Please see the City's [Site Plan handout](#) for guidance.

- Site plans for Tree Removal Permits do not need to meet all requirements, but must show property lines, existing and proposed buildings, the locations of all trees on site, proposed replacement tree locations, easements, access roads, and hardscaping (driveways, paths, patios, etc.)
- Existing trees should be labeled “1, 2, 3...” or “A, B, C...” and match the trees listed in your *Tree Worksheet* (see below).

[Tree Worksheet](#)

Additional Documents (Possibly Required)

- Arborist report
 - Needed when development is proposed within five (5) feet of a tree’s critical root zone, when providing a hazardous tree assessment, or when special tree protection or replacement measures will be needed.
 - Must be prepared by an International Society of Arboriculture (ISA) certified arborist.
- Critical Areas Report
 - Required for projects in or near environmentally critical areas, such as steep slopes, streams and wetlands. A Preapplication Meeting is required prior to submitting a permit application unless waived by a **planner**.
 - Removal of non-imminent hazard trees is allowed when meeting the requirements of [SMC 20.80.030\(G\)](#), as determined by an ISA Tree Risk Assessment Qualified (TRAQ) arborist.
- [ISA Tree Risk Assessment Form](#)
 - Needed if proposing tree removals that you believe should be exempt from retention and replacement requirements because they are dead or an imminent hazard, as determined by an ISA certified arborist.
- Other documents as required:
 - _____
 - _____