



## **Tree Removal Permit Intake Checklist**

- Completed and signed Tree Removal Permit Application.
- Application Fee: See current Unified Fee Schedule. Per UFS 2843 all permits and applications are subject to a 3% Technology fee. The 3% fee is calculated on the permit/application fees due. Make checks payable to Whatcom County Planning and Development Services. You may also pay by debit or credit card, at the Planning & Development Services Permit Center Counter.
- Completed and signed Agent Authorization form (if applicable).
- Completed ISA Basic Tree Risk Assessment.
- Tree survey or aerial estimation.
  - ◆ Option 1 - Tree Survey:
    - Measure average canopy radius (r) for each tree to be removed.
    - Calculate existing canopy area using the formula: Canopy Area (CA) =  $\pi r^2$ .
    - Total the sum of tree canopy area to be removed.
  - ◆ Option 2 – Aerial Estimation (Can be done with Google Earth, Bing Maps, or other similar mapping program using aerial imagery):
    - Obtain aerial imagery of site.
    - Measure site boundaries (right click on aerial photos and look for option to “measure distance”).
    - Measure canopies of individual trees or stand area using leading edges at the forest boundary.
- Site plan, drawn to a scale, which depicts at a minimum all of the following:
  - ◆ Location of any trees that are to be removed (indicate species).
  - ◆ Existing and proposed tree canopy areas.
  - ◆ All trees to be removed must be flagged and indicated on site plan.
  - ◆ All buildings, existing and proposed.
  - ◆ Parking, access roads and driveways.
  - ◆ Critical areas (e.g.: wetlands, streams) located.
  - ◆ Ditches.
  - ◆ Property lines, corner pins.
  - ◆ Topography (contours, slope grade).
  - ◆ Utilities.
  - ◆ Erosion and Sedimentation Control Measures.
- Applicable photographs of affected tree(s).
- If mitigation is required: drawn to scale planting plan showing location, species, and 20-year canopy area of the new trees.



### Tree Removal Permit Application

For Administration Use

Permit#(s) _____ _____ _____	Date Stamp <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
Received by: _____	
Receipt #: _____ Date Paid: _____ Total Fees: _____	
Reviews: <input type="checkbox"/> CA Wetland/HCA <input type="checkbox"/> CA Geo Hazards <input type="checkbox"/> Flood <input type="checkbox"/> Watershed <input type="checkbox"/> Shoreline	

*\*Applicability: This permit application shall be used for **all** proposed cutting, felling, removal, or alteration of significant or hazard trees not under review through another Whatcom County development permit. This form will also be used for official notification of post emergency abatement of hazard trees.*

**Agent/Contact Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone # (    ) \_\_\_\_\_

Fax # (    ) \_\_\_\_\_ Email \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone # (    ) \_\_\_\_\_

Fax # (    ) \_\_\_\_\_ Email \_\_\_\_\_

**Property Information**

Site address \_\_\_\_\_

Assessor's Parcel Number \_\_\_\_\_

Parcel size: \_\_\_\_\_ in acres/square footage (if less than an acre please provide square footage)

Select all that apply:

- Within 200 feet of regulated shoreline
  - Within Lake Whatcom Watershed Overlay District
  - Within Water Resource Protection Overlay District
  - Affected tree(s) within regulated critical areas located on property - please list applicable critical areas below and include location of tree(s) and critical areas on site plan:
- 
- 

**Project Information**

Tree Canopy to be removed: \_\_\_\_\_ sq. ft.

Total Number of Trees to be removed: \_\_\_\_\_

Total development cost or **fair market value**: \_\_\_\_\_

Provide a brief description of the proposed tree removal (Including color pictures of the tree(s) may expedite review):

Description of sediment erosion control measures and/or restoration: (Effective sediment and erosion control measures must be installed and disturbed areas shall be restored as near as possible to the previous condition).

**Hazard Tree Post Abatement Official Notification (Select all that apply):**

- WCC 20.51.430 (1)a – Lake Whatcom Watershed Overlay District & WCC 20.71.354 (1)a - Water Resource Protection Overlay District: Removal of any hazard trees considered an emergency within the definition of “hazard tree” in Chapter 20.97 WCC. **Within 30 days after the emergency** is abated the landowner shall submit photo documentation with a form provided by Whatcom County.
- WCC 16.16.235.B.4 – Activities Allowed with Notification – Critical Areas - The felling of hazard trees within critical areas and buffers, with an approved tree risk assessment completed by a qualified professional.

## **Definitions**

Fair market value of a development means the open market bid price for conducting the work, using the equipment and facilities, and purchase of the goods, services and materials necessary to accomplish the development. This would normally equate to the cost of hiring a contractor to undertake the development from start to finish, including the cost of labor, materials, equipment and facility usage, transportation and contractor overhead and profit. The fair market value of the development shall include the fair market value of any donated, contributed or found labor, equipment or materials.

### WCC 16.16.900 Definitions (Critical areas)

- “Hazard tree” (outside the shoreline jurisdiction) means a tree whose risk evaluation, as determined through a Whatcom County approved tree risk assessment method, is high. Risk evaluation is the combined measurement of: tree failure identification, probability of failure, potential damage to permanent physical improvements to property causing personal injury, and consequences. A tree that constitutes an airport hazard is considered a hazard tree. A hazard tree whose failure is imminent and consequences of damage to permanent physical improvements to property causing personal injury are significant is considered an emergency. “Imminent” in this instance means failure has started or is most likely to occur in the near future, even if there is no significant wind or increased load. Imminent may be determined by a qualified consultant (defined in this section) or when mutually agreed upon by a landowner and Whatcom County.
- “Hazard tree” (within the shoreline jurisdiction) means any tree that is susceptible to immediate fall due to its condition (damaged, diseased, or dead) or other factors, and which because of its location is at risk of damaging permanent physical improvements to property or causing personal injury.
- “Qualified professional” or “qualified consultant” means a person with experience and training with expertise appropriate for the relevant critical area subject in accordance with WAC 365-195-905(4). A qualified professional must have obtained a B.S. or B.A. or equivalent degree in biology, soil science, engineering, environmental studies, fisheries, geology, geomorphology or a related field, and related work experience, and meet the following criteria: 6. A qualified professional for tree risk assessment means a certified arborist or certified tree professional with a current ISA Tree Risk Assessment Qualification.

### WCC 20.97.436.4 (Zoning)

- Tree, significant: Any evergreen tree, 12 inches or greater in diameter at breast height (DBH) or deciduous tree, eight inches or greater DBH. Diameter at breast height shall be measured four and one-half feet above existing grade.

### WCC 20.97.171.2 (Zoning)

- Hazard tree: Tree whose risk evaluation, as determined through a Whatcom County approved tree risk assessment method, is high. Risk evaluation is the combined measurement of: tree failure identification, probability of failure, potential damage to permanent physical improvements to property causing personal injury, and consequences.

**WHATCOM COUNTY**  
Planning & Development Services  
5280 Northwest Drive  
Bellingham, WA 98226-9097  
360-778-5900, TTY 800-833-6384  
360-778-5901 Fax



**Mark Personius, AICP**  
Director

### Agent Authorization

If you are authorizing an agent to apply for permits on your behalf you must complete this form and have it notarized, which will provide authorization for a designated agent to apply for permits on your behalf.

I/we, \_\_\_\_\_, the owner(s) of the subject property, understand by completing this form I/we hereby authorize \_\_\_\_\_ to act as agent. I/we understand said agent will be authorized to submit applications on my behalf, and any fees associated with submitted applications are due to me and not to the said agent. I/we also understand once an application has been submitted all future correspondence will be directed to the agent.

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I certify that I know or have satisfactory evidence that \_\_\_\_\_ is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated \_\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Printed Name  
Notary Public in and for the State of Washington

Residing at \_\_\_\_\_

My appointment expires: \_\_\_\_/\_\_\_\_/\_\_\_\_