Tree Service Provider Workshop

SDOT Urban Forestry
September 26 and 27, 2016
Workshop overview

- Purpose of regulating public trees
- Requirements for TSPs
- Permits and forms
- Working as a subcontractor
- Powerlines and other hazards
- Questions
SDOT Maintenance Operations Division

Our mission is to provide integrated maintenance, emergency response, and stewardship of the engineered and natural systems within the Right of Way to promote a safe, vibrant and interconnected city.
SDOT Urban Forestry services

Urban Forestry provides the following services for activities in the right-of-way:

- Planting, pruning and removal permits
- Street tree inspections, planting, and maintenance
- Landscape maintenance
- Landscape architectural design and review
- Inspection related to tree preservation and protection at construction sites
Why does SDOT regulate trees?

The City of Seattle’s Urban Forest Stewardship Plan
vision statement:

Seattle’s urban forest is a thriving and sustainable mix of tree and understory species and ages that creates a contiguous and healthy ecosystem that is valued and cared for by the City and all of its residents as an essential environmental, economic, and shared community asset that reinforces Seattle’s identity and legacy as a forested, livable city.

Download the City of Seattle Urban Forest Stewardship Plan at http://www.seattle.gov/trees/management.htm
Why does SDOT regulate trees?

Seattle departments that regulate and/or manage trees:

- Department of Transportation
- Parks and Recreation
- Office of Sustainability and Environment
- Seattle City Light
- Seattle Public Utilities
- Seattle Center
- Department of Construction and Inspections
- Finance and Administrative Services
Seattle Municipal Code 15.43 is the law that supports Seattle residents’ interests in having a vibrant urban forest, a functional transit system, and robust business opportunities for tree care professionals. SDOT supports this code by regulating street trees in the right of way.

Although SDOT regulates trees in the right of way, it is not necessarily responsible for the care of these trees. Many trees in the right of way are owned by private parties. These private parties are responsible for the care of these trees, but these trees must be managed in accordance with Seattle Municipal Code 15.43 and SDOT regulations.

Seattle Municipal Code 15.43 available online at www.municode.com/library/wa/seattle/codes/municipal_code
Seattle Municipal Code 15.43 is achieved through Street Tree Manual policies.

The Street Tree Manual is available online at [www.seattle.gov/transportation/forestry.htm](http://www.seattle.gov/transportation/forestry.htm)
No one but a registered Tree Service Provider or an adjacent property owner is allowed to perform street tree maintenance in Seattle.
Even registered Tree Service Providers must conduct tree maintenance up to the standards that preserve Seattle’s urban forest. These include ANSI A300, policies in the Street Tree Manual, and the Street Tree Ordinance. Work in the right of way must be conducted safely as per the Seattle Traffic Control Manual for In-Street Work. These requirements are specific to City authority. They do not include other requirements such as those enforced by other agencies like Labor and Industry.

- Street Tree Ordinance information is available at [www.seattle.gov/transportation/treeordinance.htm](http://www.seattle.gov/transportation/treeordinance.htm)
- Street Tree Manual is available at [www.seattle.gov/transportation/forestry.htm](http://www.seattle.gov/transportation/forestry.htm)
- Traffic Control Manual for In-Street Work is available at [www.seattle.gov/transportation/trafficcontrolmanual.htm](http://www.seattle.gov/transportation/trafficcontrolmanual.htm)
Registration requirements for tree service providers

- Have a State of Washington General Contractor’s License
- Have a City of Seattle Business License
- Provide proof of commercial general liability (CGL) insurance that names the City of Seattle as an additional insured for primary limits of liability, with a minimum of $1,000,000 in coverage (see Client Assistance Memo 2102)
- Identify at least one employee who is a credentialed ISA certified Arborist or ISA Certified Tree Worker who is responsible for supervision of street tree pruning (this person can be a non-staff consultant)
- Affirm that the Tree Service Provider has read and understands the following documents:
  - Street Tree Ordinance (Ord. # 124166)
  - Street Tree Manual
  - ANSI A-300, Pruning Standards, and
  - City of Seattle Traffic Control Manual for In-Street Work

For more information about registering as a Tree Service Provider:

- visit www.seattle.gov/transportation/treecompanypermits.htm
- call 206-684-TREE (8733)
- email Seattle.Trees@seattle.gov
Requirements

Many street tree jobs require:
• Tree Service Provider registration
• Annual Truck Permit
• Urban Forestry Permit

Some require additional materials.

Your Tree Service Provider registration, Annual Truck Permit, and Urban Forestry Permit satisfy your permit requirements for many street tree jobs. There are, however, special circumstances that necessitate additional documentation or permits. We’ll review those situations later in this presentation. First, we’ll look closely at what your Annual Truck Permit does and doesn’t allow, and what it takes to submit an accurate Urban Forestry Permit.
Permits

All permits are obtained through SDOT Street Use.

Submit permit applications and supporting materials
• By email to SDOTPPermits@seattle.gov. Please include project address and permit number (if known) in subject line.
• In person at the Street Use Permit Services Counter on the 23rd floor of Seattle Municipal Tower.

Services at the Street Use Permit Services Counter include
  – Permit coaching
  – Application intake
  – Application forms, plan templates, client assistance memos
  – Traffic Control Plan coaching (Tuesdays, 1 pm to 3 pm)

Street Use Permit Services Counter hours and address are available online at www.seattle.gov/transportation/stuse_permits.htm.
Annual Truck Permits are also known as Annual Vehicle Permits. Annual Truck Permits allow a certain level of work in public rights of way. These permits, when paired with an approved Urban Forestry Permit, grant Registered Tree Service Providers the ability to perform specified maintenance on street trees. The limits of Annual Truck Permits relate to the duration and location of the work being done. When proposed work exceeds these limits additional permits are required.

You can apply for an Annual Truck Permit at the Street Use Permit Services Counter located at:
700 5th Avenue, Seattle, WA
Seattle Municipal Tower
23rd Floor

For more information about the Street Use Permit Services Counter including hours of operation please visit www.seattle.gov/transportation/stuse_permits.htm
These are some of the annual truck permit restrictions that are most likely to relevant to street tree maintenance. Please see the complete and up to date list or restrictions on your Annual Truck Permit. The numbers and test are taken from the full list of restrictions that are a part of all Annual Truck Permits.
Annual Truck Permit - Restrictions

Priority - Allow other contractors with existing approved permits priority.

HUB - If work will be in a Hub area, the contractor must coordinate with SDOT at least 3 weeks prior to beginning work. Contact SDOT at SDOTPermits@seattle.gov to schedule work in these areas.

Events - For events with 10,000 or more people: Permittee may not work in the vicinity during the event, two hours prior to the event, or two hours following it.

The Construction Hub Coordination map is available at www.seattle.gov/transportation/hub.htm
Annual Truck Permit - Restrictions

Major Streets - Annual Truck Permit activity is prohibited on major thoroughfares such as (e.g. 99, I-90, 520, Mercer, etc.) during weekend closures.

Street Car - Annual Truck Permit activity does not allow for street car interruptions. Single use Street Use permits must be obtained if work is to interrupt or impact street car mobility.
All permit applications are reviewed by Street Use and Urban Forestry experts. Please expect the review period to be approximately 20 business days. Urban Forestry permits are reviewed by district, each of which has a dedicated city arborist reviewing all permit applications for that region.

You can submit Urban Forestry Permit applications in person at the Street Use Permit Services Counter or by email.

**Street Use Permit Services Counter**  
700 5th Avenue  
Seattle Municipal Tower  
23rd floor  
[www.seattle.gov/transportation/stuse_permits.htm](http://www.seattle.gov/transportation/stuse_permits.htm)

**Email**  
SDOTPermits@seattle.gov
A pruning plan is required with any pruning permit application. The plan must follow ANSI A300 standards and be written clearly such that any trained arborist could follow it.

Completing a pruning plan

- Reduces need for additional communication with SDOT by making your intentions clear
- Ensures the permit is written in such a way that it supports your desired outcomes
- Protects you from penalties related to misunderstandings of proposed maintenance
Lists of recommended and prohibited street tree species are available at www.seattle.gov/transportation/treeplanting.htm

SDOT wants to promote a diversity of street trees. Please call 684-TREE or email Seattle.Trees@seattle.gov to request approval for species not on this list.

If you’re working as a subcontractor as part of a larger project, consult the pre-approved plans to determine what species are approved for planting.
Urban Forestry permits

Street trees must be protected and are required to be preserved.

They may only be removed in special circumstances.
A street tree must be protected and preserved unless SDOT has issued a Street Use Permit authorizing the removal of the tree.

**To qualify for removal a tree must be either:**

- Hazardous (as determined by ISA Basic Tree Risk Assessment Form - Street Tree Manual, page 42) and unable to be made safe except through removal
- Posing a public safety risk, such as growing into an arterial intersection
- In such poor health or condition that removal is justified
- Unavoidably incompatible with construction plans such that no alternative to removing the tree exists – contractors are advised to explore all alternatives to removal prior to submitting an Urban Forestry Permit application for tree removal

If removed, a tree must be replaced with a similar approved species, assuming the planting space is large enough to accommodate the replacement. This requirement for replacement may be waived in rare circumstances only.

**Exceptions may exist when working as a subcontractor** on a project with a pre-approved permit. In these cases, please review the prime contractor’s Urban Forestry permit for details.

You can find additional tree removal details in the Street Tree Manual on page 21.  
[www.seattle.gov/transportation/forestry.htm](http://www.seattle.gov/transportation/forestry.htm)
You can post a Notice of Application as soon as you submit the removal permit application – you do not need to wait for permit approval to post the tree and begin the 14 day posting period. If you do not wish to place the Notice of Application yourself, SDOT Urban Forestry staff will do it for you at some time after receiving your removal permit application. Please note that trees cannot be removed without an approved Urban Forestry permit – the Notice of Application alone is not adequate to begin removal work.

**Notice of Application posting criteria:**

- Notices must have black text on a yellow background as shown
- Notices must remain on the tree for 14 calendar days
- Tree Service Providers are advised to put the Notice in a plastic sleeve before posting to make the posting rain resistant – Tree Service Providers are responsible for ensuring Notices of Application they posted withstand the elements for the 14 day period
- Notices must be adhered using tape. Tree Service Providers are advised to wrap the tape around the circumference of the tree to improve its holding ability.
- Please email SDOT Urban Forestry at Seattle.Trees@seattle.gov once you have placed the Notice

**Notice of Application are available**

- At the SDOT Street Use Permit Services Counter, 700 5th Avenue, Seattle Municipal Tower, 23rd Floor - [www.seattle.gov/transportation/stuse_permits.htm](http://www.seattle.gov/transportation/stuse_permits.htm)
- Online as a PDF – [www.seattle.gov/transportation/treeplantapp.htm](http://www.seattle.gov/transportation/treeplantapp.htm)
When a street tree is in a condition that poses an imminent threat to the public place, and no other risk abatement options exist, the tree may be removed without prior City approval and without a 14-day posting period. In these rare circumstances, call the SDOT 24-hour phone line. When speaking with the operator, request to talk the on-call arborist about an emergency tree removal.

Discussing the proposed removal with the on-call arborist before removing the tree reduces your exposure to liability for removing a tree without an Urban Forestry Permit.
This is an example of one style of site plan templates. Other templates with varying street layouts are available. When choosing a site plan template, please use the one that most closely matches your proposed work site. Site plan templates are available online [www.seattle.gov/transportation/stuse_forms.htm](http://www.seattle.gov/transportation/stuse_forms.htm)
Urban Forestry permits

Site plans require:
- Area proposed for use
- 24 hour contact
- Location
- Trees
- Power poles
- Underground utilities (call 811)
- Metered and disabled parking
- Everything under steps #1-5

When indicating trees, please use symbols on Urban Forestry Permit Application page 3.
This is a very helpful reference for identifying what permits are actions your work requires in addition to an Urban Forestry Permit. Download a copy at www.seattle.gov/transportation/treepyreapp.htm
Annual Truck Permit time limits:
• 8 hours on a non-arterial street
• 2 hours on an arterial street

Note that these time limits are per day, not per session. Moving a truck down the block while continuing a single job does not reset the clock.

Construction Use Permits cost $599 plus an additional fee based on the size of your work site. These fees represents your use of a public resource (the right of way) for operating your business. Citations can be issued to companies who exceed the time limits of their Annual Truck Permit without a Construction Use Permit. Citation fees are in addition to permit fees charged retroactively for work that should have been conducted under a Construction Use Permit.

Construction Use Permit applications are available at the Street Use Permit Services Counter on floor 23 of Seattle Municipal Toward and online at www.seattle.gov/transportation/stuse_permits.htm
Construction Use Permit

A Construction Use Permit is related to your use of the right of way.

Please be clear in describing your work footprint by:
- Explaining daytime and off hours work setup.
- Showing your FULL work footprint on your site plan.

Available online
www.seattle.gov/transportation/use_permits.htm
Pedestrian mobility must be protected and preserved at all times, even when working within the limits of your Annual Truck Permit.

The Pedestrian Mobility Checklist is an additional piece of documentation that is required only when your work exceeds the time limits of your Annual Truck Permit.

The Pedestrian Mobility Checklist is available at the Street Use Permit Services Counter on floor 23 of Seattle Municipal Toward and online at www.seattle.gov/transportation/stuse_permits.htm
Traffic control, such as signs and cones, is always required whenever you are impacting vehicle or pedestrian traffic.

A Traffic Control Plan (TCP) is required as part of your Urban Forestry Permit application when you are working: in a Hub Area, in the High Impact Downtown Area, or on an arterial street for longer than 2 hours.
If you need to submit a Traffic Control Plan, you can either make it yourself or hire a company to make it for you.

To make a Traffic Control Plan yourself, you may want to start with the templates found in the SDOT Traffic Control Manual, available at www.seattle.gov/transportation/trafficcontrolmanual.htm. These templates are called typical plans. You can edit a typical plan to fit the specifics of your work zone.
If you choose to make a Traffic Control Plan yourself, you may want to use a Typical Traffic Control Plan as a template. These typical plans are found in the SDOT Traffic Control Manual (www.seattle.gov/transportation/trafficcontrolmanual.htm). You can edit whatever typical plan most closely matches your work zone to fit the details of your job. You can make these edits on your computer using a graphics editor like Microsoft Paint or you can write them by hand on a printed copy.

For additional guidance on making a TCP using a typical plan, please see “MAKING A TRAFFIC CONTROL PLAN (TCP) FROM A TYPICAL PLAN” in your workshop packet or on the Tree Service Provider resources web page.

If you are unsure what road class definition (see Table XI-1) the street you are working on is in, you can copy and paste Table XI-1 onto your TCP instead of filling in the distance numbers. SDOT staff will help to determine appropriate distances and return them to you with your permit.
SDOT Urban Forestry permits for approved Tree Service Provider work on street trees for private development or public improvement projects are issued to the prime contractor or owner of the project.

If you are hired to conduct street tree maintenance as part of such a project, request a copy of the Urban Forestry permit from the project representative to:

• confirm the work approved for you to perform.
• coordinate your schedule with a traffic control permit for the project.
• coordinate your schedule with the Urban Forestry lead responsible to confirm and inspect your work on site.

If these details are unclear in the materials the prime contractor provides, the prime contractor should contact their SDOT Urban Forestry contact to clarify.
Electrocution

- The most common fatal incident among tree workers is electrocution...
- Approximately 50 tree workers die each year as a result of being electrocuted...that's about 1 each week.
- Tree workers, as a percentage, have the highest electrocution rate of any profession.

TCIA video on electrical hazards:
http://www.tcia.org/TCIA/News/Safety/New_Video_addresses_Worker_Safety_and_Electrical_Hazards.aspx
These are images of a boom truck that touched a powerline.
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Washington Administrative Codes (WAC’s)

- WAC 296-24-960: Working on or near exposed energized parts.
  RE: Clearance Distances and Unqualified Operator Distance

  (3).a. - (ii) For lines rated 50 kv. or below, minimum clearance between the lines and any part of the equipment or load shall be 10 feet. (interpreted as including vegetation)

  (6) Unqualified persons. When an unqualified person is working in an elevated position, or on the ground, near overhead lines, the location shall be such that the person and the longest conductive object he or she may contact cannot come closer to any unguarded, energized overhead line than specified distances
ANSI Z133.1 Regulations

- ANSI Z133.1 Part 4: Electrical Hazards
  - Specifies differences between “qualified” and “persons other than qualified” line-clearance arborists.
  - DOES NOT spell out what makes one “qualified”
  - Minimum approach for non-qualified is 10" for 0-50 kV (table 2, section 4)
ANSI Z133.1 Part 4.1.1

• “All overhead and underground electrical conductors and all communication wires and cables SHALL be considered energized with potentially fatal voltages.”
ANSI Z133.1 Part 4.2.2

• “An inspection shall be made by a qualified arborist to determine whether an electrical hazard exits before climbing, otherwise entering, or performing work in or on a tree.”
How do you know if an electrical hazard exists?

- Enroll in an Electrical Hazard Awareness Training!
- Check out PNW ISA training calendar or TCIA.org safety page for upcoming classes.
- Get the training you need to STAY SAFE and STAY ALIVE!
Services Offered

City Light offers several services to tree care companies and the public.

1) Make-Ready trim – no charge:

- City Light will remove the portions of the tree which create an electrical hazard. Upon completion any non-qualified tree trimmers may enter the tree.

- Typically 1-2 week turn-around.

- City Light reserves the right to “walk-away” from excessive make-readies as qualified line-clearance contractors are available for hire.

Seattle City Light
Services Offered
City Light offers several services to tree care companies and the public

2) AM/PM drop – no charge:

- City Light will physically drop service lines (lines that run from utility pole to structure) in the AM and resetting in the PM.
- Power to the structure is lost during this time.
- AM/PM on Tuesday and Thursdays only – typically 1-2 week turn around time.

North AM/PM # 206-615-0600
South AM/PM # 206-386-4200
Services Offered
City Light offers several services to tree care companies and the public.

3) On-site consultation – no charge:
City Light Certified Arborists are available to work with anxious customers. We can:

- Explain regulations, pruning techniques and required clearances to the public
- Be present when crews are trimming specific trees for increased oversight and peace-of-mind
- Discuss removal/replacement options and protocols
Services Offered

City Light offers several services to tree care companies and the public.

4) De-energize lines – no charge:

• City Light can arrange to have lines de-energized if required to allow tree work to commence

• This service is for limited circumstances only and available at the discretion of the Power Line Clearance Coordinator
Electrical Hazards Resources

Contact Information:
• David Mutchler – Powerline Clearance Coordinator: 206-794-7528
• Glen Allen – Tree Trimming Representative: 206-684-3857
• Shane Allen – Lineworker Assigned Powerline Clearance: 206-445-5839

www.seattle.gov/light/vegetation 206-386-1733

Seattle City Light
Questions?

About impacting a tree - seattle.trees@seattle.gov | (206) 684-TREE
About impacting the right of way or a permit application - sdotpermits@seattle.gov

www.seattle.gov/transportation