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# URBAN FORESTRY PERMIT APPLICATION

Seattle Municipal Code (SMC) 15.04, 15.43

## 1 APPLICATION DATE

(mo/day/year)

## 2 PROJECT ADDRESS

Address Number

Street Name (include NE, SW, Ave, St, Blvd, etc.)

## 3 PROJECT DESCRIPTION

Describe Project and Work in Right of Way

**Tree Service Providers:** Will you be working:

- On an arterial street for longer than 2 hours;
- On a non-arterial street for longer than 8 hours; or
- In a Hub Area?

Yes  No

If yes, you must submit additional documents. Please see [www.seattle.gov/transportation/treeplantapp.htm](http://www.seattle.gov/transportation/treeplantapp.htm) or contact (206) 684-TREE (8733) for details.

## 4 WORK DESCRIPTION

Tree Work Type	Number of Trees Affected	Species (if known)	Desired Start Date	Documentation Required
<input type="checkbox"/> Pruning (1A)				<ul style="list-style-type: none"> <li>▪ Tree Pruning Checklist (page 5 of this document)</li> <li>▪ Site Plan</li> </ul>
<input type="checkbox"/> Planting (1B)				<ul style="list-style-type: none"> <li>▪ Site Plan</li> </ul>
<input type="checkbox"/> Removal* (1C)				<ul style="list-style-type: none"> <li>▪ Site Plan</li> </ul>
<input type="checkbox"/> Unimproved Right of Way (1D)				<ul style="list-style-type: none"> <li>▪ Site Plan</li> <li>▪ Square footage impacted <input type="text"/> (sq. ft.)</li> </ul>

\*Please complete the following if applying for a tree removal permit:

- I posted a Notice of Application for tree removal on  ; or
- I would like SDOT to post the Notice of Application for tree removal

I acknowledge that the tree can not be removed unless this notice has been posted for 14 days **and** the permit has been issued.

If you remove a tree you are required to replace it.

- I am including replacement planting details in this application in sections 3, 4, and 6; or
- I request an exception to this rule (describe reason in Project Description on page 1 of this form)

## 5 WORK ZONE (Check all that apply)

### WHERE ARE YOUR TREES?

- In a **Planting strip** – In the grass area next to a sidewalk, for example.
- In a **Greenbelt/unimproved right of way** – There is no sidewalk or curb, for example.
- Next to a construction project** – Trees need to be pruned or removed to accommodate construction work for scaffolding, installation of overhead power lines, etc.
- On **Private Property** – Urban Forestry Permit typically not required. Other permits may be required if work equipment is staged in the right of way. Consult with permit review staff.

### PROPERTY

Will you be working in an area that is **next to your property**  and/or in **front of your property**?

Will work occur along multiple streets or frontages?  Yes  No

Primary street/frontage where work will occur (street name).

Additional street/frontage where work will occur (street name).

### NEXT TO OR WITHIN WORK ZONE

- |  |   |
|--|---|
| <input type="checkbox"/> Overhead telecommunication or power lines | <input type="checkbox"/> Hydrants, water meters, vaults (above or under ground) |
| <input type="checkbox"/> Street light poles                        | <input type="checkbox"/> Street furniture (for example, bike racks or benches)  |
| <input type="checkbox"/> Sign posts                                | <input type="checkbox"/> Walls/rockeries  |

### TO PERFORM TREE WORK, WHERE WILL YOUR WORK ZONE OR EQUIPMENT BE STAGED?

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> Sidewalk     | <input type="checkbox"/> Travel Lane                |
| <input type="checkbox"/> Parking Lane | <input type="checkbox"/> Alley                      |
| <input type="checkbox"/> Bike Lane    | <input type="checkbox"/> Other <input type="text"/> |

Note: Vehicles, equipment, or materials affiliated with tree work that have the potential to impact mobility within the right of way may require additional Street Use permits.

## 6 ATTACH SITE PLAN

Site Plan templates are available for download on the Street Use web page, [www.seattle.gov/transportation/stuse\\_forms.htm](http://www.seattle.gov/transportation/stuse_forms.htm). Follow all instructions listed on the Site Plan template. Also provide the information requested below.

- Width of planting strip  (feet).
- Width of sidewalk  (feet).
- Clearly indicate location of all trees on the Site Plan.
  - Existing tree ( ● ) or ( ☼ )
  - Tree to be removed ( ✕ )
  - Tree to be pruned ( P )
  - Tree to be planted ( ▲ )

Note: Call 811 "Call Before You Dig" to obtain free marking of underground utilities in or near the work zone.

**7 APPLICANT** (Person submitting this form)

Applicant is the:

- Home/Property Owner;
- Tree Service Provider; or
- Other individual or entity as agent for Home/Property Owner.

**8 PERMITTEE**

The person or company performing the proposed work is the permittee. The proposed work will be performed by the:

- Home/Property Owner; or
- Tree Service Provider

**9 TREE SERVICE PROVIDER** Leave blank if the Home/Property Owner is conducting the proposed work.

Tree Service Providers performing tree work in the right of way must register with the City of Seattle to become a Registered Tree Service Provider (at no charge).

- If Tree Service Provider **is Registered** with the City of Seattle - **provide registry #** and skip this section

Registry #

- Financially Responsible Party (Responsible for any fees resulting from other right of way use activities not related to Urban Forestry permit)

Registered Tree Service Provider (contact name):	SDOT Customer ID Number (if known):
Registered Tree Service Provider Company (business name):	SDOT Company ID Number (if known):
Mailing Address (include city, state, zip):	Office/Home Phone Number:
	Mobile Phone Number:
	Email Address:

**10 HOME/PROPERTY OWNER** Required on all permit applications.

- Financially Responsible Party (Responsible for any fees resulting from other right of way use activities not related to Urban Forestry permit)

Name:	SDOT Customer ID Number (if known):
Mailing Address (include city, state, zip):	SDOT Company ID Number (if known):
	Office/Home Phone Number:
	Mobile Phone Number:
	Email Address:

## 11 AGENT FOR HOME/PROPERTY OWNER OR TREE SERVICE PROVIDER

Complete this section only if the applicant is representing the Home/Property Owner or the Tree Service Provider and is neither of these parties.

- Financially Responsible Party (Responsible for any fees resulting from other right of way use activities not related to Urban Forestry permit)

Name:	SDOT Customer ID Number (if known):
Mailing Address (include city, state, zip):	SDOT Company ID Number (if known):
	Office/Home Phone Number:
	Mobile Phone Number:
	Email Address:

## 12 24-HOUR CONTACT

Is Home/Property Owner the 24-Hour Contact?  Yes - skip this section, proceed to **13**

Is Tree Service Provider the 24-Hour Contact?  Yes - skip this section, proceed to **13**

Name:	SDOT Customer ID Number:
Company:	SDOT Company ID Number:
Mailing Address (include city, state, zip):	Office/Home Phone Number:
	Mobile Phone Number:
	Email Address:

## 13 TERMS AND CONDITIONS

**Indemnification:** The Home/Property Owner and the Registered Tree Service Provider agree to defend, indemnify, and hold harmless the City of Seattle, its officials, officers, employees, and agents against: (1) any liability, claims, causes of action, judgments, or expenses, including reasonable attorney fees, resulting directly or indirectly from any act or omission of the Permittee or the Registered Tree Service Provider, their subcontractors, anyone directly or indirectly employed by them, and anyone for whose acts or omissions they may be liable, arising out of the Permittee's or the Registered Tree Service Provider use or occupancy of the public right of way; and (2) all loss by the failure of the Permittee or the Registered Tree Service Provider to fully or adequately perform, in any respect, all authorizations or obligations under the Permit.

**Acceptance of terms, conditions, and requirements:** The Home/Property Owner, the Registered Tree Service Provider, or any other Authorized Agent shall accept the terms, conditions, and requirements of the permit and agree to comply with them to the satisfaction of the Seattle Department of Transportation, Street Use Division. The Permittee, the Registered Tree Service Provider, and any other Agent for the Permittee further agree to comply with all applicable city ordinances, including but not limited to Title 15 SMC, and all applicable requirements of state and federal law. Work shall begin within six months from the date of approval unless other arrangements are made, otherwise the application shall be void.

**Deposits, Charges, and Future Billings:** The Permittee is responsible for all permit charges. If a deposit was made for estimated future Street Use services, any unused portion of the deposit will be refunded to the Permittee. Any charges in excess of the deposit will be billed to the Permittee.

**The information provided is correct and complete.**

I accept the terms and conditions and will conduct the described work myself or authorize the Registered Tree Service Provider listed on this permit application to conduct the work described.

### Home/Property Owner:

Signature  Date

I accept the terms and conditions for the work described on this permit application.

### Registered Tree Service Provider:

Signature  Date

I declare under penalty of perjury under the laws of the State of Washington that: I am the Authorized Agent for the Home/Property Owner or Tree Service Provider and that I have the authority to bind the Home/Property Owner or Tree Service Provider to this application.

### Authorized Agent:

Signature  Date

## PRUNING PLAN CHECKLIST - REQUIRED FOR ALL PRUNING PERMITS

- Right of Way clearance:** Raise canopy of tree over walk and street. Remove lower limbs or portions of limbs to provide minimum clearances of 14 feet over the street and 8 feet over the sidewalk.
- Other clearance:** Remove limbs or use reduction cuts to provide a minimum of 5 feet clearance to a maximum of 10 feet clearance over roofs, signage or other infrastructure.
- Crown cleaning:** Remove dead limbs \_\_\_ inch(es) in diameter and greater. Remove crossing limbs and water sprouts. No more than \_\_\_ % of live crown to be removed.
- Structural pruning – young tree:** Remove or reduce co-dominant stems in young trees to provide dominant leader. Establish desired branch spacing of 18 inches to 24 inches. Remove \_\_\_% of live crown to accomplish goals. Where there is included bark as part of the co-dominant condition, preference will be given to the removal of one side, but only if such removal will not destroy the aesthetic value of the canopy or remove more than 40% of the foliage.
- Structural pruning – mature tree** (larger than 12 inches in diameter at breast height [DBH]): No live branches greater than 8 inches in diameter shall be removed from the tree.
  - Weight on main scaffold limbs with included bark shall be reduced by approximately one-third by removing some secondary branches toward the ends of the limbs and/or by removing the end of the branch using a drop-crotch cut.
  - Reduce larger co-dominant stems using drop-crotch and thinning cuts on all stems except the most dominant leader. Remove branches growing toward the center and leave those that are oriented outward.
  - Removal of dead and broken limbs in crown.
  - \_\_\_\_\_
- Thinning:** If other scheduled pruning does not exceed 20% of live canopy removal, thin the canopy to allow more light and air penetration into the canopy. The foliage removed shall be taken primarily from the outer edge of the canopy, not from the interior. Interior branches shall be left on the tree. No removal of water sprouts from the interior of the tree.
- Cleanup:** All debris and equipment shall be removed from the site by the end of each workday.
- Note:** Photo documentation, although not required, is an excellent way to show, visually, the extent of your tree work before and after pruning.

### FIELD NOTES

(Official Use Only)

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