

Tree Removal



Tree removal permits are governed by Section 8.25.050 of the Hunts Point Municipal Code (HPMC). No person, corporation or other entity shall remove or destroy, or cause to be removed or destroyed, a significant tree within the Town of Hunts Point without first having obtained a tree removal permit from the town. A permit shall not be required for pruning that complies with American National Standards Institute (ANSI) A300 standards. A permit shall not be required for the removal of trees less than six inches DSH that are part of a groves' contiguous canopy if in the opinion of the town arborist their removal does not damage the health of the groves.

Process

8.25.060 – Tree Removal Permit – Application

An application for a tree removal permit shall be submitted on a form provided by the Town and shall be signed by the owner of the property and shall be accompanied by all of the information in the HPMC 8.25.060. Submittal of all application elements is necessary to begin the processing of the tree removal permit.

8.25.070 Tree Removal Permit - Issuance

A tree removal permit will be issued when it is determined by the Town that such tree removal will be consistent with the purposes stated in HPMC 8.25.040 and also that it is reasonably necessary according to the code.

Any permit granted for the removal of a significant tree shall expire six months from the date of issuance. Upon a showing of good cause, a permit may be extended for an additional six months.

8.25.080 Emergency Tree Removal

A significant tree may be removed prior to the issuance of a tree removal permit only in an emergency situation involving immediate danger to life or property as long as certain conditions are met.

8.25.130 Construction Site Tree Protection

A pre-application meeting with appropriate town staff and town arborist is required prior to the submittal of a tree removal permit on properties proposed for construction.

Applicable Code Titles

Hunts Point Municipal Code (HPMC) Title 3, Revenue & Finances

HPMC Title 8.25 Tree Code

HPMC Title 11, Planning and Development (Comprehensive Plan & Permit Process)

Fees

See fee schedule

Note: All costs from actual staff/consultant time will be billed to applicant.



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834, FAX 425.454.4586. Permit intake and issuance hours are Tuesday and Thursday, 8am-12pm and 1pm-5pm. Building Services Department 425.455.1834.

The intake checklist identifies minimum application elements necessary for the town to accept the application. Should any of the following minimum items not be provided, the application may not be accepted at the counter.

Applicant: Check each box under the applicant heading on this checklist to confirm items that are included in your submittal.

The required number of plan sets is 3 (three). If applying for multiple permits concurrently, submit the highest number of required plan sets.

General Requirements (1 original copy of each item is required):

Applicant

- Completed general application form
- Proof of agency and hold harmless agreement form
- The applicable fee(s)
- Record Sales Tax Under #1713 Town of Hunts Point, WA 98004-1121, for purposes of reporting to the Department of Revenue
- A plot plan showing location of improvements, the location of the tree(s) proposed for removal, and adjacent significant trees that may be impacted from proposed activities, including those on adjacent property within 20 feet of the property line
- Reason for removal
- A preliminary plan indicating the locations and species for all trees to be planted as mitigation
- Where the plot plan identifies significant trees within the 20 feet of the property line on adjacent property, proof that the applicant has notified the neighboring property owners of the application, either by signature, or by United States Postal Service return receipt if the property is unavailable for signature; and
- Any other information as deemed necessary by the town to further the purposes of this chapter.



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General Application

9

RECORD SALES TAX UNDER #1713 Town of Hunts Point, WA 98004-1121

FOR STAFF USE ONLY Permit #: _____ Expiration: _____
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ACCEPTED _____ DATE _____ APPROVED _____ DATE _____
 APPROVED _____ DATE _____
 APPROVED _____ DATE _____
 ISSUED _____ DATE _____ APPROVED _____ DATE _____

PERMIT TYPE:		
<input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Special Use for Wireless Facilities
<input type="checkbox"/> Building	<input type="checkbox"/> Shoreline Substantial Development	<input type="checkbox"/> Subdivisions (Short & Major)
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Site Development	<input type="checkbox"/> Tree Removal

Property Address _____ Lot # _____ Zone _____

Owner Information:

Name _____ Phone _____ Fax _____ Email _____
 Mailing Address _____ City _____ Zip Code _____

Agent Information:

Name _____ Phone _____ Fax _____ Email _____
 Mailing Address _____ City _____ Zip Code _____

Architect/Designer Information:

Name _____ Phone _____ Fax _____ Email _____
 Mailing Address _____ City _____ Zip Code _____

Contractor Information:

Name _____ Phone _____ Fax _____ Email _____
 Mailing Address _____ City _____ Zip Code _____
 License _____ Expiration _____ Tax # _____

Property Legal _____
 Assessor's Parcel # _____

Description of project or use (if further space is needed, please attach explanation): _____ _____ _____	Square Footage _____
<input type="checkbox"/> Repair <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Replacement <input type="checkbox"/> Conversion <input type="checkbox"/> New Construction	

I CERTIFY UNDER PENALTY OF PERJURY THAT I AM THE OWNER OF THE ABOVE PROPERTY OR THE DULY AUTHORIZED AGENT OF THE OWNER(S) ACTING ON BEHALF OF THE OWNER(S) AND THAT ALL INFORMATION FURNISHED IN SUPPORT OF THIS APPLICATION IS TRUE AND CORRECT. I FURTHER CERTIFY THAT ALL APPLICABLE FEDERAL, STATE, COUNTY, AND TOWN OF HUNTS POINT REQUIREMENTS FOR THE WORK AUTHORIZED BY THIS PERMIT WILL BE MET.

VALUATION \$ _____

IS WORK WITHIN 200 FEET OF LAKE WASHINGTON HIGH WATER LINE?
 YES NO

SIGNATURE _____

DATE _____

OWNER AGENT (AGENTS *MUST* HAVE FORM 9a COMPLETED WITH PROPERTY OWNER'S SIGNATURE)

NOTE: All costs from actual staff/consultant time will be billed to applicant.

PLAN REVIEW DEPOSIT \$ _____	RECEIPT _____ BY _____
DATE _____	
PLAN REVIEW FEE \$ _____	PERMIT FEE \$ _____
INSPECTION DEPOSIT \$ _____	OTHER CHARGES \$ _____
STATE BUILDING FEE \$ _____	LESS FEES PAID \$ (_____)
TOTAL \$ _____	RECEIPT _____ BY _____
DATE _____	



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Proof of Agency / Hold Harmless Agreement

9a

PROPERTY ADDRESS: _____

PERMIT TYPE: _____ PERMIT NUMBER: _____

Proof of Agency

A proof of agency is required for the acceptance of any permit where the permit applicant ("agent") is not the recorded owner of the property ("owner"). If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question.

Owners which apply for permits on their own behalf do not need to complete this form. **All other applicants must fully complete this form, including the owner's signature, before the Town of Hunts Point will process any application documents.** Each separate application must include an original, fully executed Form 9a, Proof of Agency/Hold Harmless Agreement.

To BE COMPLETED BY OWNER:

I, _____, as the owner of
(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)
the above-referenced property, hereby authorize the person or entity outlined below (the "agent") to act as my sole agent regarding the above-referenced property, and further stipulate that the agent may act on my behalf for purposes of filing applications for decisions, determinations, permits, or review under any applicable Hunts Point Codes, and further stipulate that the Agent has full power and authority to perform, on my behalf, all acts necessary to enable the Town to process or review applications, issue permits, authorize revisions, and perform inspections required under all codes in force. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

[Signature of Property Owner/Chief Executive] [Date]

[Contact Address] [City] [State] [Zip]

[Phone] [Fax]

To BE COMPLETED BY AGENT:

[Print Name of Agent] [Title]

[Contact Address] [City] [State] [Zip]

[Phone] [Fax]



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Hold Harmless Agreement

A hold harmless agreement is required for the acceptance of any permit, and must be signed by the property owner. If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question. There are no permits or circumstances under which the town will accept application without an executed hold harmless agreement.

To BE COMPLETED BY OWNER:

I, _____, as the owner of
(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)
the above-referenced property, hereby agree as a condition of permit application and/or issuance, to protect, defend, and hold harmless the Town of Hunts Point, its officers, agents and employees, and to indemnify them from all liability, loss and expense, including reasonable attorneys fees, that the Town of Hunts Point, its officers, agents and employees may incur by reason of accepting this application and/or issuing this permit, and all other acts taken by the Town of Hunts Point relating to the work described under the permit documents including but not limited to plans examination, issuance of permit(s), inspection and approval of construction and issuance of certificates of occupancy, to the extent that any such liability, loss and expense results from any errors or the misrepresentation of any material fact in the permit application documents, whether negligent or intentional. I further certify that I am the owner of the property referenced at the top of this document. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

[Signature of Property Owner/Chief Executive]

[Date]

[Contact Address]

[City]

[State]

[Zip]

[Phone]

[Fax]

Permit Fee Schedule

Boundary Line Adjustment and Lot Consolidation	\$500.00 plus actual staff/consultant time
Building	As set forth in HPMC § 3.05.120(4), based on total project square footage
➤ Plan Review	65% of Permit Fee
➤ Inspection	Base Deposit \$1,800.00; May be adjusted by Building Official
➤ Fire Sprinkler	UBC Table 1A fee valuation plus staff/consultant time
➤ State Building Code Fee	\$4.50
Building Permit Exemption Request	\$50.00 plus actual staff/consultant time
Conditional Use	\$500.00 plus actual staff/consultant time
Demolition	\$250.00
Heavy Truck Street Repair Fund Fee	1% of the total valuation of the project
Mechanical	
➤ In-Kind Replacements	See Mechanical Fee Schedule Form 10a
➤ All Other Mechanical Installations	UBC Table 1A fee valuation
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
Plumbing	
➤ In-Kind Replacements	See Plumbing Fee Schedule Form 35
➤ All Other Mechanical Installations	UBC Table 1A fee valuation
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
Pre-Application Meeting (for new construction or remodel valued at \$25,000.00 or greater)	\$500.00
Reconsiderations/Appeals	\$500.00 plus actual staff/consultant time
Right of Way Use	\$250.00 plus actual staff/consultant time
SEPA Review	\$500.00 plus actual staff/consultant time
➤ EIS review/assessment	\$500.00 plus actual staff/consultant time
Shoreline Substantial Development	\$500.00 plus actual staff/consultant time
Shoreline Substantial Development Exemption	\$250.00 plus actual staff/consultant time
Site Development	\$500.00 plus actual staff/consultant time
Street Cleaning	\$3,000 deposit
Street Opening	\$250.00 plus actual staff/consultant time
Subdivision	
➤ Short Plat (4 or less lots)	\$2,500.00 plus actual staff/consultant time
➤ Preliminary Plat	\$2,500.00 plus actual staff/consultant time
➤ Final Plat	\$2,500.00 plus actual staff/consultant time
Special Use	\$500.00 plus actual staff/consultant time
Telecommunications Franchise	Fee negotiated
Telecommunications Right of Way Use	\$250.00 plus actual staff/consultant time
Tree Removal	\$50.00 plus actual staff/consultant time
Variance	\$500.00 plus actual staff/consultant time

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