

## Tree Removal Checklist and Application

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) A 300 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. The current edition of the tree code can be found at:

<http://www.codepublishing.com/WA/HuntsPoint/#!/HuntsPoint08/HuntsPoint0825.html#8.25.050>

### Initial Consultation – Pre-application Conference:

A pre-application conference with the Building Services Department and town arborist is required prior to submittal of a tree removal permit on properties proposed for construction.

### Submittal, Preparation and Fee:

Upon receipt of a complete application, town staff will forward the application to the town arborist for review. The application shall be accompanied by the fee as set by resolution.

### General Requirements: (Two (2) original copy of each item is required):

If an item is not applicable, attach an explanation.

- 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 following documents and information as are determined to be necessary by the town;
- Name, address, and telephone number of the applicant and the owner (if different);
- A plot plan showing the location of improvements, the location of the trees(s) proposed or 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 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 owner is unavailable for signature; and
- Any other information as deemed necessary by the town to further the purposes of this chapter.

### Applicable Codes:

HPMC Title 8.25 Tree Code

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

# General Permit Application

**RECORD SALES TAX UNDER #1713 Town of Hunts Point**

ACCEPTED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 ISSUED: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR STAFF USE ONLY  
 Permit #: \_\_\_\_\_  
 Expiration: \_\_\_\_\_

**PERMIT TYPE:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation | <input type="checkbox"/> Demolition                        | <input type="checkbox"/> Special Use                  |
| <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: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Agent Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Architect/Designer Information :**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Contractor Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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:** \_\_\_\_\_

- Repair     Addition     Alteration     Replacement     Conversion     New Construction

OWNER(S) ACTING ON BEHALF OF THE OWNER(S) AND I CERTIFY UNDER PENALTY OF PERJURY THAT I AM THE OWNER OF THE ABOVE PROPERTY OR THE DULY AUTHORIZED AGENT OF THE 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

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: \_\_\_\_\_



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834.  
 Permit intake and issuance hours are Tuesday and Thursday, 8:30 am – 5:00 pm.  
 Building Services Department 425.455.1834.

# Proof of Agency/Hold Harmless Agreement

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 who 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, Proof of Agency/Hold Harmless Agreement.

### ***To Be Completed By Owner:***

I, _____, as the owner of <small>(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)</small>			
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. <b>I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.</b>			
_____ <b>(Signature of Property Owner/Chief Executive)</b>		_____ <b>(Date)</b>	
_____ <b>(Contact Address)</b>	_____ <b>(City)</b>	_____ <b>(State)</b>	_____ <b>(Zip Code)</b>
_____ <b>(Phone)</b>	_____ <b>(Email)</b>		

### ***To Be Completed By Agent:***

_____ <b>(Print Name of Agent)</b>		_____ <b>(Title)</b>	
_____ <b>(Contact Address)</b>	_____ <b>(City)</b>	_____ <b>(State)</b>	_____ <b>(Zip Code)</b>
_____ <b>(Phone)</b>	_____ <b>(Email)</b>		



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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 an 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, I 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 Code)**

\_\_\_\_\_  
**(Phone)**

\_\_\_\_\_  
**(Email)**



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## Fee Schedule - Permits

<b>Boundary Line Adjustment and Lot Consolidation</b>	\$500.00 plus any additional charges incurred
<b>Building Permit</b> (new construction, remodels and any structure having a floor area measurable in square feet)	See Table A
<b>Building Permit</b> (for additions and remodels not measured in square feet)	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	Based on number of inspections anticipated by Building Official
➤ State Building Code Fee	\$6.50
<b>Conditional Use Permit</b>	\$500.00 plus any additional charges incurred
<b>Demolition</b>	\$250.00 plus any additional charges incurred
<b>Fire Marshal Review</b>	Bellevue Fire Department fee
<b>Heavy Truck Fee</b>	1% of the total valuation of the project
<b>Mechanical</b>	
➤ In-Kind Replacements	See Table C
➤ New Single Family and Large Remodels	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
<b>Plumbing</b>	
➤ In-Kind Replacements	See Table D
➤ New Single Family and Large Remodels	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
<b>Pre-Application Meeting</b> (for new construction or remodel valued at \$25,000.00 or greater)	\$500.00
<b>Reconsiderations/Appeals</b>	\$500.00 plus any additional charges incurred
<b>Right of Way Use</b>	\$250.00 plus any additional charges incurred
<b>SEPA Review</b>	\$500.00 plus any additional charges incurred
➤ EIS review/assessment	\$500.00 plus any additional charges incurred
<b>Shoreline Substantial Development</b>	\$500.00 plus any additional charges incurred
<b>Shoreline Substantial Development Exemption</b>	\$250.00 plus any additional charges incurred
<b>Site Development</b>	\$500.00 plus any additional charges incurred
<b>Special Use Permit</b>	\$500.00 plus any additional charges incurred
<b>Street Cleaning</b>	\$3,000 deposit (May be required)
<b>Subdivision</b>	
➤ Short Plat (4 or less lots)	\$2,500.00 plus any additional charges incurred
➤ Preliminary Plat	\$2,500.00 plus any additional charges incurred
➤ Final Plat	\$2,500.00 plus any additional charges incurred
<b>Telecommunication Permit Application Fee</b>	\$2,500.00 applied toward Town's cost
<b>Tree Removal Permit</b>	\$50.00 plus any additional charges incurred
<b>Variance</b>	\$500.00 plus any additional charges incurred



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## Fee Schedule - Consultants and Miscellaneous

<b>Consultation with Town's Building Official, Planner, Engineer or Arborist</b>	Fees charged to the Town for services rendered to a resident, other person or firm will be passed on to that resident, other person or firm based on the actual cost to the Town unless related to the original plan review.
<b>Public Hearing before the Hearing Examiner</b>	Fees charged to the Town for services rendered to a resident, other person or firm by the hearing examiner to conduct a public hearing and make findings, conclusions and decisions will be passed on to that resident, other person or firm based on the actual cost to the Town.
<b>Miscellaneous Fees:</b>	
➤ Copies:	Copies of ordinances or codes made at Town Hall: no charge.
➤ Copies of town records, zoning maps, plats, short plats, or other land-use records:	Copies made at Town Hall: \$0.15 per page.
➤ For copies that cannot be made at Town Hall (e.g. large format records):	Actual fees charged by the vendor will be passed on to the person requesting the copying.
<b>NSF Check</b>	Town fee: \$25.00 plus actual bank charge.
<b>Notary Fee:</b>	No charge to residents.
<b>Special Event Permit Fee:</b>	Town fee of \$500.00 plus any additional charges incurred by the Town for services related to the permit.
<b>Town Hall Rental Fee:</b>	The standard rental fee of \$10.00 per hour and a deposit of \$250.00 will be collected from any person or organization seeking to rent meeting space at Town Hall. The cleaning deposit is refundable after conclusion of the rental event. Any charges incurred by the Town for cleaning or repairs necessitated by and specifically attributable to the event will be deducted from the deposit, and any remaining balance will be refunded to the renter. The renter will remain liable for any repairs for cleaning costs that exceed the \$250.00 rental deposit.
<b>Attorney's Fees:</b>	Fees charged to the Town for services rendered to a resident, other person, or firm that were not authorized in advance by the Council will be passed on to that resident, other person, or firm.
<b>Milfoil:</b>	Fee: \$375.00 per lot per year



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