



3000 Hunts Point Road
Hunts Point, WA 98004-1121
425.455.1834
email: permits@huntspoint-wa.gov

APPLICANTS AND CONTRACTORS:
Please code sales tax for project-related expenditures to the **TOWN'S SALES TAX REVENUE #1713.**

TREE REMOVAL PERMIT APPLICATION INSTRUCTIONS

Welcome to the Hunts Point tree removal permit process. The Hunts Point Municipal Code (HPMC) Chapter 8.25, states, no person, corporation or other entity shall remove or destroy, or cause to be removed or destroyed, a significant tree within the Town of Hunt 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 (ANS) A 300 standards,
- For the removal of trees less than six inches DSH that are part of a grove's contiguous canopy if in the opinion of the town arborist their removal does not damage the health of the groves, and
- For the removal of trees on public property that are identified in an approved plan or program recommended by the planning commission after a public hearing and approved by the town council after a public hearing.

To obtain a permit for your proposed tree removal project, please complete the following steps:

A PRE-APPLICATION MEETING IS REQUIRED PRIOR TO SUBMITTAL OF A TREE REMOVAL PERMIT ON PROPERTIES PROPOSED FOR CONSTRUCTION.

[Fee Schedule - Hunts Point, WA \(huntspoint-wa.gov\)](https://www.huntspoint-wa.gov)

- 1. SCHEDULE A PRE-APPLICATION MEETING.** You will be contacted with the time and date for a Virtual Zoom Meeting. The meeting will typically be attended by all reviewers including the Building Official, Town Planner/Engineer, Town Arborist. The design must be as complete as possible for the reviewers to give the designer and/or applicant constructive feedback. It is recommended that the Pre-Application Meeting be attended by the architect/designer as well as the property owner and you submit a site plan, including trees, prior to the meeting. It is also beneficial to provide drawings with general notes and project information.
- 2. READ THE TOWN OF HUNTS POINT TREE REMOVAL AND ENVIRONMENTAL CODES THOROUGHLY.** The website is www.huntspoint-wa.gov which provides access to the rules governing projects in the Town, including the Hunts Point Municipal Code citing tree regulations. As the applicant you are responsible for complying with all legal requirements. If the proposed project does not comply with the Zoning Code, you must apply for a variance.
- 3. REVIEW WHICH DOCUMENTS YOU WILL NEED.** The Town issues building, demolition, mechanical, plumbing, shoreline substantial development and exemptions, site development, tree removal, and right-of-way use permits. Bellevue City Hall issues fire sprinkler permits. The Washington State Department of Labor and Industries issues electrical permits.
- 4. SUBMIT THE COMPLETED APPLICATION FORMS and** supporting documents electronically to: permits@huntspoint-wa.gov. The fees are required at time of submittal, either by mail, putting the check in the Town mailbox at the east end of the parking lot, or bring the check to Town Hall by appointment. Town staff will review your application for completeness and notify you if further information is needed.
- 5. DETERMINE WHICH OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED** for your project. Detailed information about these items follows.

TOWN OF HUNTS POINT

- A. APPLICATION FORM AND CHECKLIST:** You must complete an application for plan review and a checklist for all proposed tree removal and tree protection. Please complete the forms by providing all the information requested, answering all questions accurately and signing the application:
- (1) Name, address, and telephone number of the applicant and the owner (if different),
 - (2) A plot plan showing the 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,
 - (3) Reason for removal,
 - (4) A preliminary plan indicating the locations and species for all trees to be planted as mitigation,
 - (5) 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 owner(s) or manager(s) of the application, either by signature or by United States Postal Service return receipt if the property owner is unavailable for signature; and
 - (6) Any other information as deemed necessary by the town to further the purposes of this chapter,
 - (7) A photograph of the tree(s) is helpful.
- B. NEW CONSTRUCTION OR ADDITIONS:** Where a tree removal is issued for new construction or additions to existing structures and there is a change in the location of any of the proposed improvements, the applicant shall be required to get approval from the town for a revised tree permit application and comply with any notice requirements if the town arborist determines that the revision would impact different or additional trees.
- C. THE TOWN SHALL COMPLETE ITS REVIEW** of the application and any recommendations from the town arborist and make its decision as soon as reasonably possible after a complete application is submitted.
- D. PERMIT EXPIRATION:** 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, the permit may be extended for an additional six months.
- E. ADDITIONAL APPLICATION FORMS:** You must submit a separate application form for all permits needed, including building, demolition, tree removal, mechanical, plumbing, shoreline substantial development or exemption, site development, right of way, etc.
- 6. PROJECT SUPERVISOR:** You must designate a project supervisor responsible for work and construction activities and parking to serve as a 24-hour contact.
- 7. SUBMIT THE COMPLETED APPLICATION FORMS, PLANS** and supporting documents electronically to: permits@huntspoint-wa.gov. The fees are required at time of submittal, either by mail, putting the check in the Town mailbox at the east end of the parking lot, or bringing the check to Town Hall by appointment. Town staff will review your application for completeness and notify you if further information is needed.
- 8.** After accepting your application and fees, the Deputy Clerk will process your application and documents and forward the plans through the permit tracking system to the Town Planner, Town Building Official, Town Engineer, and/or Town Arborist if needed for review and approval. If additional or revised information is needed to complete the plan review, the staff reviewer will notify you directly. **PLEASE PROVIDE ANY ADDITIONAL INFORMATION REQUESTED AS QUICKLY AS POSSIBLE TO AVOID DELAYS IN THE REVIEW OF YOUR APPLICATION.**
- 9.** After the plan review is complete, the Deputy Clerk will notify you that your permit is ready to be issued. In the event the costs incurred by the Town for your project exceed fees paid, you will be billed for additional inspections and other project-related fees by the Town.

TOWN OF HUNTS POINT

10. Your permits and associated information will be sent to you electronically. After you have obtained your permits and inspection sign-off card, **REVIEW THE “CONDITIONS OF PERMIT APPROVAL.”** If you have any questions about these conditions, contact the town arborist directly. As the property owner and permit holder, it is your responsibility to ensure that these conditions are met. If your contractor fails to meet any of these conditions, the Building Official may impose a fine and/or Stop Work Order on your project.
11. **PRINT AND POST THE PERMIT AT THE PROJECT SITE** in a conspicuous place and maintain a full set of approved plans, documents, and supporting reports available on the jobsite at all times until final inspection.
12. If any changes are made to your project after the initial plan review is completed or a permit issued, **CONTACT THE DEPUTY CLERK TO SUBMIT REVISED DOCUMENTS** electronically showing the proposed changes and indicating the changes by clouding the revisions. There will be a plan review fee associated with the changes which will be billed to you. **KEEP THE REVISED PERMIT DOCUMENTS WITH THE BUILDER COPY SET ON THE JOBSITE AT ALL TIMES.** Deviations from your approved permit documents that are not reviewed/approved in advance may delay the completion of your project.
13. When the project is ready for a required inspection, **CONTACT THE TOWN ARBORIST DIRECTLY TO SCHEDULE AN INSPECTION AT LEAST 24 HOURS IN ADVANCE.**
14. As the property owner and permit holder, it is your responsibility to **INFORM ALL YOUR CONTRACTORS AND THEIR WORKERS OF CONSTRUCTION REQUIREMENTS** and to **ENSURE THEIR COMPLIANCE**, including **CONSTRUCTION HOURS and PARKING RESTRICTIONS**. Permits are issued on the condition of compliance with the laws, ordinances, and codes in effect at the time the permit application was filed with the Deputy Clerk. Permits issued in error or based on incomplete, incorrect, or inaccurate information may be suspended or revoked. Upon inspection, work found to be constructed in violation may be ordered removed and/or brought into compliance at any time an official of the Town becomes aware of the violation.
15. As the property owner and permit holder, it is your responsibility to **RETAIN COPIES OF ALL PERMIT DOCUMENTS**, including the application and supporting plans and documentation, the permit card with inspection record, and any other paperwork or information that documents the type of work performed and its permitted status. The Town retains copies of this information, but there is no guarantee that the Town will still have documentation for your project available after one year.

The information above explains the process for plan review and permit issuance in the Town of Hunts Point. Please note that some of these steps may not apply to the permit for which you are applying.

PLEASE NOTE: No work is allowed in the right of way without a Right of Way Use Permit. For answers to questions regarding these requirements, please contact the Town Engineer, Stacia Schroeder at: 206-276-8922.



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TREE REMOVAL PERMIT CHECKLIST

A valid and complete building permit application is required. This project will be vested to the applicable ordinances in effect at the time of permit application acceptance.

- _____ Pre-application meeting notes
- _____ Tree removal permit application
- _____ Proof of Agency/Hold Harmless Agreement
- _____ Reason for removal of tree(s)
- _____ Plot Plan showing location of improvements
 - _____ Location of tree(s) proposed for removal
 - _____ Significant tree(s) that may be impacted from proposed activity including on adjacent property within 20 feet of the property line
 - _____ Preliminary plan indicating location and species for all trees to be planted as mitigation
- _____ If plot plan identifies significant tree(s) within 20 feet of the property line, proof that applicant has notified neighboring property owner
- _____ Photographs of tree(s)
- _____ Any other information deemed necessary
- _____ Fee



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PDF FILE FORMAT REQUIREMENTS

To maintain consistency, all documents submitted electronically must be in PDF file format. This document lays out the minimum requirements for a PDF file.

File size and type requirements

- Document must be in Portable Document Format (PDF)
- Individual file sizes should not exceed 200 MB
- Security settings must be unrestricted PDF/A (archival) format is not acceptable.

Drawing Requirements

- Combine all plan set pages into one PDF document
- Sets over 150 pages must be broken into volumes. Each volume requires a cover sheet with index.
- Orient all sheets so the top of the page is at the top of the screen
- All sheets must be the same size (do not combine 24" x 36" sheets with 8 ½ x 11")
- Each PDF page label must match the sheet number of the page.

PDF Bookmarking

- Plan sets must be fully bookmarked with sheet number and name, grouped by discipline.

Flatten Markups

- All components of the plans including lines, stamps and signatures must be flattened before submittal.

Supplemental Documents Requirements

- Each supplemental document must be uploaded as a separate PDF
- One PDF file per document (do not upload as a separate PDF)
- Every page must be oriented so the top of the page is at the top of the screen
- The PDF page labels must match the page number of the actual document.
- Whenever possible, export the PDF from the original source (do not scan).

Font Type and Size

- All text should be easily readable when printed. Clarity must be equivalent to or better than the theme fonts, Arial, Gill Sans or Tahoma. Font size should be minimum 10 pt.

Scanned Documents

PDF documents produced by scanning paper documents are inherently inferior to those produce from electronic sources and the document file size is greatly increased.

Paper documents should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. Scanning should be done at a minimum of 150 dpi and a maximum of 330 dpi to balance legibility and file size. All pages must be properly labeled and orient so the top of the page is at the top of the computer screen. If your software supports OCR (Optical Character Recognition), please run it. Upside down and sideways scans will not be accepted.



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ELECTRONIC PERMIT SUBMITTAL

The Town of Hunts Point is now accepting all plans electronically to facilitate review times and reduce reprographic costs.

INITIAL SUBMITTAL

1. All documents are to be submitted electronically to permits@huntspoint-wa.gov. Your permit fee will be required before drawings can be uploaded to the permit tracking program for review.
2. All documents listed on the permit checklist will be required to be uploaded with your submittal.
3. Documents must be in PDF format and security setting must allow reviewer editing.
4. Electronic drawings must be submitted, not scans of drawings.
5. All drawing sheets must have page number and title so that reviewers can easily move through the plans.
6. Structural calculations should be broken down into subheadings, such as general, gravity, and lateral.
7. All drawings should be included in a single PDF, however, other support documents such as calculations, reports, worksheets, etc. must be included in separate PDFs.
8. As the plans are being reviewed, the reviewer will notify the applicant by email of any changes that need to be made.

RESUBMITTING

1. When resubmitting a document, the applicant needs to include the entire document, not just revised sheets.
2. The applicant must cloud all revisions.
3. All revisions the applicant makes to the documents must be permanently incorporated into the submitted documents before resubmitting.

PLANS APPROVAL

1. When all reviews are complete and approved, the Town will have your drawings and necessary support documents ready to be issued.
2. The applicant will be notified by the Deputy Clerk of the fees that need to be paid before the permit(s) can be issued.
3. After the fees have been paid, the Deputy Clerk will send the applicant the plans and supporting documents to print out and post on site until completion of the project.



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PERMIT APPLICATION

ACCEPTED _____ DATE _____ APPROVED _____ DATE _____
 APPROVED _____ DATE _____ APPROVED _____ DATE _____
 ISSUED _____ DATE _____ APPROVED _____ DATE _____

| FOR STAFF USE ONLY | |
|--------------------|-------|
| Permit # | _____ |
| Expiration | _____ |

PERMIT TYPE:

Building Permit Plumbing Permit Site Development Permit
 Demolition Permit Shoreline Substantial Development Permit Tree Removal Permit
 Mechanical Permit Shoreline Substantial Development Exemption Permit Other _____

Property Address _____ Zone _____

Owner Information:

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

Agent Information:

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

Architect/Designer Information:

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

Contractor Information:

Name _____ Phone _____ Email _____
 Mailing Address _____ City _____ Zip Code _____
 License _____ Expiration _____ Tax # _____
 Assessor's Parcel # _____ Property Legal _____

Description of project or use (if further space is needed, please attach explanation):

Valuation \$ _____ Square Footage _____
 Repair Addition Alteration Replacement Conversion 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.

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

SIGNATURE _____
 DATE _____
 OWNER AGENT

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

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



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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 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.

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 Code

Phone Number Email Address

TOWN OF HUNTS POINT

TO BE COMPLETED BY AGENT

| | | | |
|---------------------|--------------------|-------|----------|
| Print name of Agent | Signature of Agent | Date | |
| Contact Address | City | State | Zip Code |
| Phone Number | Email Address | | |

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 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, officials, boards, commissions, authorized agents, representatives, and employees, and to indemnify them from any action or claim for injury, damage, settlement, proceeding, judgement, liability, loss, cost or expense, including court and appeal costs and attorneys' fees and expenses, arising from any acts, errors, or omissions, including all damages in any way arising out of, or by reason of, any construction, excavation, erection, operation, maintenance, repair or reconstruction, or any other act 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), inspections, 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.**

| | | | |
|--|---|-------|----------|
| Print Name of Property Owner/Chief Executive | Signature of Property Owner/Chief Executive | Date | |
| Contact Address | City | State | Zip Code |
| Phone Number | Email Address | | |