

# Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

## Hazard Trees

July 7, 2014

DPD will approve the removal of a tree protected by the Seattle's Tree Protection Ordinance or Environmentally Critical Areas (ECAs) Regulations, provided you demonstrate the tree poses a significant risk of causing damage to people or property. This Tip details the process for evaluating a tree's risk and the process of completing and submitting a Hazard Tree Removal Application. See Tip 331, *Environmentally Critical Areas: Tree and Vegetation Overview*, for more general information about trees and other vegetation in ECAs. See Tip 242, *Tree Protections in Seattle*, for tree protection requirements outside of these areas.

You need a tree risk assessment that is conducted by a qualified tree risk assessor. The tree risk assessor must demonstrate that the protected tree meets the criteria for removal under our ECA or Tree Protection Codes. **You are required to get approval from DPD before you remove a protected tree**, except in emergency situations (see Clarification of Terms, page 3). To qualify for removal, a protected tree must generally meet all of these criteria:

- The tree has structural defects and/or other conditions that make it likely to fall or break
- There is a permanent structure or an area of moderate-to-high use by people, such as sidewalks or public trails that would be impacted if the tree failed
- The danger cannot be mitigated by pruning the tree or moving the structure or activity

### STEPS FOR TREE ASSESSMENT

Trees with structural defects may be dangerous to people and property. If you are concerned about a tree, we recommend that you have it inspected

by a qualified tree risk assessor to identify potential problems and establish an ongoing monitoring and maintenance plan to reduce the risk of property damage and injury.

The first step in a tree risk assessment is to consider "targets" that may be threatened by a tree failure. Examples of targets include permanent structures, such as houses, garages, decks and other non-movable buildings, power lines, and areas of moderate-to-high-use, such as sidewalks, trails, regularly used sections of yards, parking areas, and roads. **We will not approve the removal of protected trees if there is no target that would be impacted if the tree falls or breaks.**

You should have a qualified professional assess any tree that you think may be hazardous. A tree risk assessor will check your tree's foliage, branches, trunk, and roots, looking for signs of disease, decay, structural problems, previous damage, and environmental conditions, to determine an overall tree risk rating. **In nearly all cases you must get approval from DPD before removing a tree protected by the Tree Protection or ECA codes.** You may only remove a protected tree without prior approval in an emergency, as defined in the Clarification of Terms section. If you remove a protected tree in an emergency situation, you are required to submit documentation of the risk and the emergency once it has been mitigated. You may also be required to submit a replanting plan.

### Hazard Trees and Wildlife Habitat in ECAs and ECA Buffers

Dead and deteriorating trees often provide essential habitat for wildlife. When a dead or deteriorating tree is removed, it can negatively impact wildlife that is dependent on these trees. You are encouraged to reduce the threat to human life and property to an acceptable level, while leaving a significant portion of the tree intact as a wildlife snag. If you cannot leave the tree as a wildlife snag, you may be required to replant with appropriate native vegetation when you remove a tree in an ECA or an ECA buffer. If you are



converting a hazard tree to a wildlife snag, you still need to get our prior approval.

If a tree becomes hazardous because of a landslide, we may require that a geotechnical engineer approve and oversee your tree removal plan and implementation.

## APPLICATION INSTRUCTIONS

You can file your hazard tree removal application at our Public Resource Center (PRC), located on the 20th floor of the Seattle Municipal Tower at 700 Fifth Ave. For assistance with the process, visit the PRC or call (206) 684-8467.

We will review proposals to remove trees protected by the Tree Protection or ECA codes in conjunction with a development project as part of the permit application for that project, not through the stand-alone application process described in this Tip.

### Submittal Requirements

You must submit the following when requesting approval to remove a hazard tree:

1. A Hazard Tree Removal Application (attached).
2. An International Society of Arboriculture Basic Tree Risk Assessment Form (available from: [www.isa-arbor.com/education/onlineResources/basicTreeRiskAssessmentForm.aspx](http://www.isa-arbor.com/education/onlineResources/basicTreeRiskAssessmentForm.aspx)).
3. A brief report by a qualified professional that summarizes factors contributing to the tree's risk rating. This report should include information on the overall health of the tree, analysis of potential targets, and the dimensions and structure of the tree. When necessary, the report should also include analyses of tissue samples to confirm disease or other issues.
4. Photos of the whole tree, defects, and potential targets.
5. A legible, scaled site plan showing the following:
  - Site address
  - Site tax parcel number
  - Site configuration
  - Environmentally Critical Areas and/or buffers
  - Location of existing structures or other potential targets
  - Location of hazard tree(s)

- A revegetation plan indicating the species, spacing, size, quantity, and location of plants to be installed, if replanting is proposed

If you are proposing removal of a protected tree in an ECA, you should use the DPD Tree and Vegetation Standard Mitigation Plan Form to show proposed tree removal and any required replanting. Tip 331A, *Environmentally Critical Areas: Vegetation Restoration*, provides guidance on restoration activities. You can get a standard revegetation plan from the PRC or online at [www.seattle.gov/dpd/toolsresources/](http://www.seattle.gov/dpd/toolsresources/).

## OTHER CONSIDERATIONS

### Hazard Tree(s) in the Right-of-Way

You must get approval from the Seattle Department of Transportation (SDOT) before pruning, altering, or removing a tree or vegetation within the public street right-of-way. This includes open and unopened street and alley rights-of-way. The SDOT Urban Forestry Arborist Office issues these permits. For further information call (206) 684-TREE (8733) and see [www.seattle.gov/transportation/forestry.htm](http://www.seattle.gov/transportation/forestry.htm).

## CLARIFICATION OF TERMS

**Emergency**—A situation in which there is an immediate danger to life and property that requires preventive action in a timeframe too short to allow compliance with permit requirements. For ECAs, the term emergency is defined in SMC 25.09.045E. SMC 25.11.030 addresses emergency removal of trees protected by the Tree Protection Code

**Normal pruning and maintenance**—practices that are necessary to maintain existing pathways and landscaping, ensure the health of existing vegetation, or achieve limited pruning to allow windowing, reduce tree mass or redirect tree growth. When you prune trees protected by the Tree Protection or Environmentally Critical Areas codes, you must conform to ANSI A300 Pruning Standards as outlined in *The American National Standard for Tree Care Operations - Tree, Shrub and Other Woody Plant Maintenance - Standard Practices*. Normal pruning and maintenance of an area up to 750 square feet, which has been lawfully maintained in the past, is allowed in ECAs and ECA buffers without DPD approval. DPD does not consider removing established vegetation to be normal and routine maintenance.

**Pruning**—The pruning of a tree through crown thinning, crown cleaning, windowing or crown raising, but not

including topping of trees or any other trimming likely to kill or significantly damage the tree.

**Qualified professional**—A qualified professional shall have a minimum of three years of experience in tree evaluation and hold a current Tree Risk Assessment Qualification (TRAQ), as established by the International Society of Arboriculture (ISA).

**Topping**—The cutting back of limbs to stubs within the tree's crown, to such a degree as to remove the normal canopy and disfigure the tree; or the cutting back of limbs or branches to lateral branches that are less than one-half (1/2) of the diameter of the limb or branch that is cut.

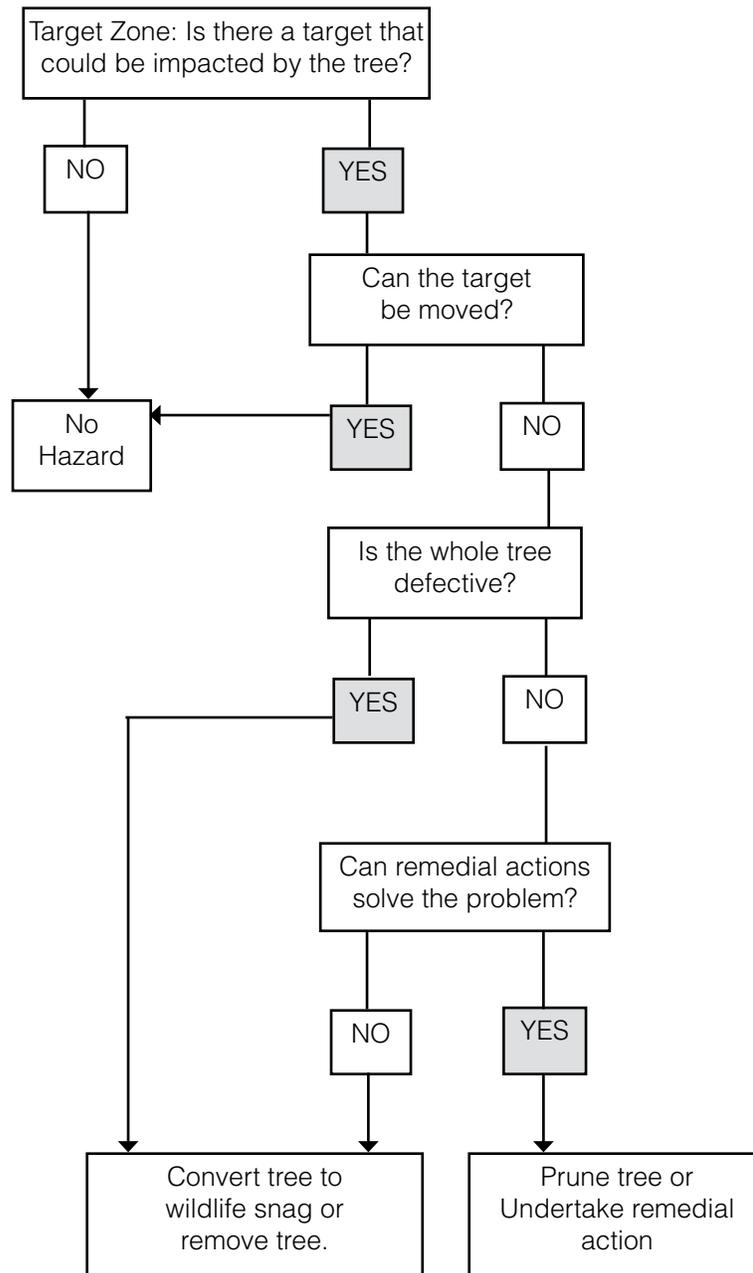
## HELPFUL RESOURCES

- Seattle Department of Transportation  
[www.seattle.gov/transportation/forestry.htm](http://www.seattle.gov/transportation/forestry.htm)
- Basic Tree Risk Assessment Form and Instructions  
[www.isa-arbor.com/education/resources/ISABasicTreeRiskAssessmentForm\\_Instructions.pdf](http://www.isa-arbor.com/education/resources/ISABasicTreeRiskAssessmentForm_Instructions.pdf)
- Tree Risk Assessment Qualification Holders directory  
[www.isa-arbor.com/certification/becomequalified/traqholders.aspx](http://www.isa-arbor.com/certification/becomequalified/traqholders.aspx)
- Trees are Good - Managing Hazards and Risk  
[www.treesaregood.com/treeowner/treehazards.aspx](http://www.treesaregood.com/treeowner/treehazards.aspx)
- Tip 242, *Tree Protection Regulations in Seattle*  
<http://web1.seattle.gov/dpd/cams/CamDetail.aspx?cn=242>
- Tip 326, *Environmentally Critical Areas: Wetlands and Fish & Wildlife Habitat Conservation Areas*  
[www.seattle.gov/DPD/Publications/CAM/cam326.pdf](http://www.seattle.gov/DPD/Publications/CAM/cam326.pdf)
- Tip 331, *Environmentally Critical Areas—Tree and Vegetation Overview*  
[www.seattle.gov/DPD/Publications/CAM/cam331.pdf](http://www.seattle.gov/DPD/Publications/CAM/cam331.pdf)
- Tip 331A, *Environmentally Critical Areas: Vegetation Restoration*  
[www.seattle.gov/DPD/Publications/CAM/cam331a.pdf](http://www.seattle.gov/DPD/Publications/CAM/cam331a.pdf)
- Director's Rule 16-2008, *Designation of Exceptional Trees*  
[www.seattle.gov/dpd/codes/dr/DR2008-16x.pdf](http://www.seattle.gov/dpd/codes/dr/DR2008-16x.pdf)
- Environmentally Critical Areas Standard Mitigation Plan  
[www.seattle.gov/dpd/permits/forms/](http://www.seattle.gov/dpd/permits/forms/)

## Access to Information

Links to electronic versions of DPD **Tips**, **Director's Rules**, and **Forms** are available on the "Tools & Resources" page of our website at [www.seattle.gov/dpd](http://www.seattle.gov/dpd). Paper copies of these documents are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave. in downtown Seattle, (206) 684-8467.

### TREE ASSESSMENT FLOWCHART





**City of Seattle**  
**Department of Planning and Development**  
 700 Fifth Ave., Suite 2000  
 P.O. Box 34019  
 Seattle, WA 98104-4019

## HAZARD TREE REMOVAL APPLICATION

T O B E C O M P L E T E D B Y A P P L I C A N T

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

**AP Number (provided by DPD at intake):** \_\_\_\_\_

**Tax Parcel Number:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Is this application for a hazard tree that was already removed under an emergency situation?**

**If so, describe the emergency situation:**

\_\_\_\_\_

\_\_\_\_\_

HAZARD TREE(S) PROPOSED TO BE REMOVED				
Tree ID#	Type or Species	Trunk Diameter, 4.5 feet above ground	Height in Feet	Reason for Removing

**Is the site developed or vacant? If developed, what is the current use of the site? (Single family, multi-family, commercial)** \_\_\_\_\_

**Are there any of the following environmentally sensitive areas or buffers present on or adjacent to the site?**

Environmentally Critical Area(s) on or adjacent to the site:

- |   |                 |
|---|-----------------|
| Landslide-Prone Critical Areas (including steep slopes) | Wetlands        |
| Steep Slope Buffers                                     | Wetland Buffers |
| Riparian Corridors                                      | Other _____     |
| Shoreline Habitat                                       |                 |
| Shoreline Habitat Buffers                               |                 |

Description of Replanting Work (replanting must also be noted in a site plan or separate revegetation plan):

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**How many trees over 6-inches in diameter are located on the site?** \_\_\_\_\_

**Are any of the identified hazard trees designated as:**

Heritage Tree (You may check the listing of Heritage Trees maintained by the Seattle Department of Transportation at [www.seattle.gov/transportation/heritagetree.htm](http://www.seattle.gov/transportation/heritagetree.htm))

Exceptional Tree (See DPD Director's Rule 16-2008, Designation of Exceptional Trees, for exceptional tree criteria.)

**Is the hazard tree located in the Right-of-way (Open or unopened)?** Yes      No

(If yes must contact SDOT for Street Use Permit)

T O B E C O M P L E T E D B Y D P D S T A F F

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**Tracking Number:** \_\_\_\_\_

**Screening Complete (date):** \_\_\_\_\_

**Sreening Completed by:** \_\_\_\_\_

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