



# Vegetation Removal Permit Application Packet



**PLANNING DEPARTMENT**  
319 Main St. Sultan, WA 98294  
Phone 360.793.2231 Fax 360.793.3344



# Vegetation Removal Development Permit

## INSTRUCTIONS

### **1. Application Procedure for a Vegetation Removal Permit within Proposed Development for which a Separate Building Permit or Preliminary Plan Approval is Requested.**

1. Preliminary Review. As a precondition to the filing or receiving of any application for a building permit (except for a single-family detached dwelling unit on its own lot and not part of an overall subdivision for which approval is being sought), the applicant shall make application for a vegetation removal permit and obtain a preliminary approval from the building and zoning official.

2. Required Generalized Vegetation Inventory. Each application for a vegetation removal permit shall be accompanied by a generalized vegetation inventory which shall consist of:

a. Generalized Vegetation Inventory. A generalized vegetation inventory showing the approximate location and extent of vegetation on the site. The inventory shall be based on the most current available information. For nonresidential and multifamily development (i.e., attached housing, apartments, condominiums, planned unit developments, etc.), the inventory may be in the form of a field survey and shall include photographs illustrating typical areas of existing vegetation. The generalized vegetation inventory shall be prepared at the same scale as the proposed site development plans to clearly illustrate the relationships between the areas of existing vegetation and proposed site improvements.

b. Generalized Written Assessment and Evaluation. The generalized vegetation inventory shall be accompanied by a brief written assessment of the plant communities that have been identified on the site. For all nonresidential and multifamily projects, the assessment and evaluation shall be prepared by a person knowledgeable in the identification and evaluation of vegetative resources, such as a biologist, ecologist, horticulturist, landscape architect, landscape contractor, certified nurseryman, or other person having similar recognized skills and/or experience.

### 3. Preliminary Approval.

a. Issuance for Lots with Minimal Vegetation Disruption. Where the building and zoning official has verified that significant vegetative removal activity is not involved in a proposed development, a preliminary approval certificate shall be issued forthwith.

b. Issuance for Lots with Significant Vegetation Disruption. A decision to grant or deny a preliminary approval certificate shall be made by the building and zoning official within 30 working days of the applicant's submission. Preliminary approval for an applicant involving significant vegetation removal activity shall be granted only if the building and zoning official finds that all reasonable efforts have been undertaken in the layout and design of the proposed development to preserve existing vegetation and to otherwise enhance the aesthetic appearance of the development by the incorporation of existing vegetation in the design process. Relocation or replacement of existing vegetation may be required as a condition of the issuance of a preliminary approval certificate.

4. Certification of Substantial Compliance. Prior to the issuance of any development permit upon property which has received a preliminary approval certificate, the building and zoning official shall certify that the final construction plans substantially comply with the preliminary plans as they affect existing vegetation. Any proposed substantial deviation from the preliminary site plan as it affects existing vegetation shall be subject to a new review according to the same criteria and procedures as the original preliminary review.

5. Time Limitation. A vegetation removal permit shall be subject to the same time limitation rules as are applicable to its accompanying development permit.

6. Final Inspection. No final occupancy permit shall be issued until the relocation or replacement of vegetation, as required by the vegetation removal permit, has been completed and final approval has been given by the building and zoning official.

## **2. Application Procedure for Vegetation Removal Unrelated to Development Permit Applications.**

1. Applicability. Vegetation removal permits, not sought in conjunction with building permits, shall be obtained by making application to the building and zoning official prior to the removal, replacement, or relocation of vegetation from or on the following types of property:

a. All vacant or undeveloped sites; or

b. All lands located in the LMD zoning district; and

c. Existing residential development in which landscape plant materials are to be planted or rearranged on the same lot shall be exempt from these provisions.

2. Required Generalized Vegetation Inventory. Each application for a vegetation removal permit shall be accompanied by a generalized vegetation inventory which shall consist of:

a. Generalized Vegetation Inventory. A generalized vegetation inventory (including a map of the property) showing the approximate location and extent of vegetation on the site shall be prepared. For existing nonresidential and multifamily development, the inventory may be in the form of a field survey, and shall be accompanied by photographs illustrating typical areas of vegetation. This inventory shall be prepared at a scale that clearly illustrates the relationships between the areas of vegetation and the existing site improvements.

b. Generalized Written Assessment and Evaluation. The generalized vegetation inventory shall be accompanied by a brief written assessment of the plant communities that have been identified on the site. The assessment shall include an evaluation of the character and quality of the plant communities identified, including their rarity, viability, and such other physical characteristics and factors which may affect their preservation. For projects other than single-family detached residences, on individual lots and not part of an overall subdivision for which approval is being sought, the assessment and evaluation shall be prepared by an individual knowledgeable in the identification and evaluation of vegetative resources, including but not limited to a biologist, ecologist, horticulturist, landscape architect, nurseryman or landscape contractor.

3. Application Review. Upon receipt of a proper application, the building and zoning official shall perform a review, which may include a site inspection and forward a recommendation to the planning commission. The planning commission shall render a decision on the application within 30 working days of its receipt.

4. Circumstances Justifying Issuance. Vegetation removal permits shall be issued in the following circumstances:

a. Where a tree, due to natural circumstances, is no longer viable, is in danger of falling, is so close to existing structures as to endanger said structures, creates unsafe vision clearances, or constitutes a health hazard; or

b. Where the affected vegetation will be relocated, replaced with an acceptable substitute planting, or otherwise preserved.

5. Relocation and Replacement. As a condition to the granting of a vegetation removal permit under subsection (C)(4) of this section, the applicant may be required to:

a. Relocate vegetation, which would otherwise be destroyed, to another location on the site; or

b. Replace vegetation, which would be destroyed, with acceptable substitutes elsewhere on the site. In determining the most suitable location, replacement, or root-pruning of vegetation, the building and zoning official shall consider the needs of the intended use of the property (if no immediate use is planned by the applicant, the zoning district's permitted uses shall be used), together with an evaluation of the following:

- i. Existing vegetation cover on the site and on adjacent properties;
- ii. Quantity of vegetation to be removed from the entire site;
- iii. The type, size, and condition of the vegetation proposed to be removed;
- iv. The feasibility of relocating the particular vegetation in question; and
- v. Topography and stormwater drainage patterns on the site.

**6. Time Limitation. Permits shall expire and become null and void if work authorized by such permits is not commenced within 90 calendar days from the date of issuance of the permit, or if such work, when commenced, is suspended or abandoned at any time for a period of 90 calendar days. If work has commenced and the permit becomes null and void or expires, a new permit covering the proposed vegetation removal shall be required prior to the initiation of any vegetation removal activity.**



## VEGETATION REMOVAL APPLICATION- DEVELOPMENT PERMIT

Date Received:

### APPLICANT INFORMATION

<b>Name(s)</b>	
Address	
Phone (main)	
Phone (cell)	
Email	

### CONTACT INFORMATION

<b>Name(s)</b>	
Address	
Phone (main)	
Phone (cell)	
Email	

### CONSULTANT INFORMATION

<b>Surveyor</b>	
Address	
Phone (main)	
Phone (cell)	
Email	
<b>Engineer</b>	
Address	
Phone (main)	
Phone (cell)	
<b>Additional Contact(s)</b>	
Address	
Phone (main)	
Phone (cell)	
Email	

**GENERAL INFORMATION**

Property Address & Location	
Total acres of proposal	
Tax Parcel ID# (list all)	
Existing Use of Property	
Water Supply (current & Proposed)	
Sewer Supply (current & Proposed)	
<b>PROJECT DESCRIPTION</b>	
<b>DATE OF PRE-APPLICATION (IF APPLICABLE)</b>	

**APPLICANT CERTIFICATION**

I certify that I am the Owner or Owner’s authorized agent. If acting as an authorized agent, I further certify that I am authorized to act as the Owners agent regarding the property at the above referenced address for the purpose of filing applications for permits or review under the Sultan Municipal Code and I have full power and authority to perform on behalf of the Owner all acts required to enable the City to process and review such applications.

I do hereby declare under penalty of perjury under the laws of the state of Washington that I have familiarized myself with the rules and regulations with respect to preparing and filing this application and that the statements and information submitted herewith are in all respects true and correct to the best of my knowledge and belief.

DATED AT \_\_\_\_\_, Washington on this date: \_\_\_\_\_

Applicant’s Signature: \_\_\_\_\_

**REAL PROPERTY OWNER CERTIFICATION**

I do hereby declare under penalty of perjury under the laws of the state of Washington that I am the owner of the subject property or an officer/member of the entity owning the subject property, that it is my desire to seek the subject land use permit, and that I will abide by any requirements and conditions that may be part of the approval of this request. I also hereby grant permission for City employees, agents of the City and/or other agency officials to enter the subject property, if necessary, for the purpose of site inspections.

DATED AT \_\_\_\_\_, Washington on this date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

All other property owners of the subject property must also sign below (attach additional sheets if necessary):

1) Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

3) Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

4) Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_