



TREE RETENTION PLAN – MAJOR

Tree retention plan requirements for single-family, or two attached, detached or stacked dwelling units, and related demolition and land surface modification applications are identified within this form. These requirements are applicable when new development, redevelopment, or development in which the total square footage of the proposed improvements is more than 50 percent of the total square footage of the existing improvements on the subject property.⁽¹⁾

These requirements are located in Section [95.30](#) of the Kirkland Zoning Code (KZC) and are summarized below. Note that additional tree and vegetation requirements apply to properties located in the Holmes Point Overlay Zone ([KZC Chapter 70](#)).

DEVELOPMENT ACTIVITY CHART

REQUIRED COMPONENTS
TREE INVENTORY AS DESCRIBED IN SECTION I. OF THE PERMIT SUBMITTAL CHECKLIST FOR:
<input type="checkbox"/> All significant trees on the subject property
SITE PLAN AS DESCRIBED IN SECTION II. OF THE PERMIT SUBMITTAL CHECKLIST TO INCLUDE:
<input type="checkbox"/> Surveyed tree locations if required by the Planning Official
REQUIREMENTS IN SECTION III. OF THE PERMIT SUBMITTAL CHECKLIST SHALL BE PREPARED BY A QUALIFIED PROFESSIONAL AND APPLY TO:
<input type="checkbox"/> Significant trees within required yards or within 10 feet of any side property line
TREE RETENTION STANDARDS
<input type="checkbox"/> Retain and protect trees with a high retention value to the maximum extent possible ⁽²⁾
<input type="checkbox"/> Retain and protect trees with a moderate retention value if feasible
<input type="checkbox"/> Preservation and maintenance agreements pursuant to KZC 95.51 are required for all remaining trees on the subject property
TREE DENSITY
<input type="checkbox"/> Tree density requirements shall apply as required in KZC 95.33

- (1) For lots created through a short subdivision, subdivision, or planned unit development with an approved Tree Retention Plan, the applicant must comply with the Tree Retention Plan approved with the short subdivision, subdivision, or planned unit development unless subsection (6)(a) of this section, Phased Review, applies.
- (2) To retain trees with a high retention value, the applicant shall pursue, where feasible, applicable variations in the development standards of this code as outlined in KZC [95.32](#).

Helpful definitions to complete the tree plans described below:

1. **Significant Tree:** A tree that is at least 6 inches in diameter at breast height (DBH) (The diameter or thickness of a tree trunk measured at 4.5 feet from the ground).
2. **Qualified Professional:** An individual with relevant education and training in arboriculture or urban forestry, having two or more of the following credentials: 1) International Society of Arboriculture (ISA) Certified Arborist; 2) Tree Risk Assessor Certification (TRACE) as established by the Pacific Northwest Chapter of ISA (or equivalent); 3) American Society of Consulting Arborists (ASCA) registered Consulting Arborist; 4) Society of American Foresters (SAF) Certified Forester for Forest Management Plans; and for tree retention associated with a development permit a minimum of three years' experience working directly with the protection of trees during construction and have experience with the likelihood of tree survival after construction. A qualified professional must also be able to prescribe appropriate measures for the preservation of trees during land development.
3. **Limits of Disturbance:** The boundary between the protected area around a tree and the allowable site disturbance as determined by a qualified professional measured in feet from the trunk.

PERMIT SUBMITTAL CHECKLIST

Permit Submittal Requirements for Single Family, Two-Unit attached, detached or stacked dwelling units, and related Demolition and Land Surface Modification Permits **When identified in the Development Activity Chart, the following information is required for all permits in order for the application to be deemed complete. Incomplete applications will not be accepted.**

I. **A tree inventory containing the following:**

- A numbering system of all existing significant trees on the subject property (with corresponding tags on trees); the inventory must also include significant trees on adjacent property with driplines extending over the subject property line;
- Limits of disturbance (LOD) of all existing significant trees (including approximate LOD of off-site trees with overhanging driplines);
- Size (DBH);
- Proposed tree status (trees to be removed or retained);
- Brief general health or condition rating of these trees (i.e.: poor, fair, good, excellent, etc.);
- Tree type or species.

II. **A site plan depicting the following:**

- Location of all proposed improvements, including building footprint, access, utilities, applicable setbacks, buffers, and required landscaped areas clearly identified. If a short plat or subdivision is being proposed and the location of all proposed improvements cannot be established, a phased tree retention plan review is required as described in subsection (6)(a) of this section;
- Accurate location of significant trees on the subject property (surveyed locations may be required). The site plan must also include the approximate trunk location and critical root zone of significant trees that are on adjacent property with driplines extending over the subject property line;
- Trees labeled corresponding to the tree inventory numbering system;
- Location of tree protection measures;
- Indicate limits of disturbance drawn to scale around all trees potentially impacted by site disturbances resulting from grading, demolition, or construction activities (including approximate LOD of off-site trees with overhanging driplines);
- Proposed tree status (trees to be removed or retained) noted by an 'X' or by ghosting out;
- Proposed locations of any supplemental trees and any required trees in order to meet tree density or minimum number of trees as outlined in KZC [95.33](#). Tree density calculations of retained trees compared to the minimum tree density for the site. The required minimum tree density is 30 tree credits per acre. Use the following formula to determine the required tree density: **(Lot size in square feet/43,560) X 30 = Required minimum tree density**

NOTE: Tree density calculations do not apply to public trees.

If the calculated tree density is below the minimum, indicate the type, size and location of the supplemental trees needed to meet the density requirement. Supplemental trees must be at least 6 feet tall if they are conifers or 2-inch caliper if they are deciduous or broad-leaf evergreens.

III. **An arborist report containing the following:**

- A complete description of each tree's health, condition, and viability;
- A description of the method(s) used to determine the limits of disturbance (i.e., critical root zone, root plate diameter, or a case-by-case basis description for individual trees);
- Any special instructions specifically outlining any work proposed within the limits of the disturbance protection area (i.e., hand-digging, tunneling, root pruning, any grade changes, clearing, monitoring, and aftercare);
- For trees not viable for retention, a description of the reason(s) for removal based on poor health, high risk of failure due to structure, defects, unavoidable isolation (windfirmness), or unsuitability of species, etc., and for which no reasonable alternative action is possible must be given (pruning, cabling, etc.);
- Describe the impact of necessary tree removal to the remaining trees, including those in a grove or on adjacent properties;
- For development applications, a discussion of timing and installation of tree protection measures that must include fencing and be in accordance with the tree protection standards as outlined in KZC [95.34](#); and
- The suggested location and species of supplemental trees to be used when required. The report shall include planting and maintenance specifications pursuant to KZC [95.50](#) and [95.51](#).

Note: This is an overview of tree requirements. For more details and information visit the Kirkland Zoning Code Chapter 95 online, at http://kirklandcode.ecitygov.net/CK_KZC_Search.html or contact the Planning Department at 425.587.3235.