FOREST MANAGEMENT PLAN APPLICATION

This permit application packet is designed to obtain all the information necessary to allow the City to make a well-informed decision on your application. Please refer to the attached application checklist to determine the materials which must be submitted to complete your application. All application materials are public information.

A Forest Management Plan must be submitted for developed, significantly wooded sites (over 40 percent canopy coverage) of at least 35,000 square feet in size in which tree removal is requested and is not exempt under KZC 95.20. A Forest Management Plan must be developed by a qualified professional and shall include the following:

Your application will be evaluated on the basis of the information you provide, the criteria listed in the pertinent sections of the Kirkland Zoning Code, the Kirkland Comprehensive Plan, other City regulatory ordinances, and inspection of the property.

YOU ARE ENCOURAGED TO MEET WITH A PLANNER FROM THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT PRIOR TO SUBMITTAL OF THE MANAGEMENT PLAN TO DISCUSS PROJECT COMPLIANCE WITH CITY REGULATIONS AND TO OBTAIN GUIDANCE ON THE APPLICATION MATERIALS YOU MUST SUBMIT.

Copies of City ordinances such as the Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, and Shoreline Master Program are available at the Department of Planning and Community Development in City Hall, 123 Fifth Avenue; and the Kirkland Public Library, 308 Kirkland Avenue. To purchase the Comprehensive Plan or Zoning Ordinance, call Code Publishing Company at (206) 527-6851. The City ordinances can also be found on-line at www.kirklandwa.gov.

NOTE: Information provided by the Department of Planning and Community Development represents a preliminary, qualified assessment which is based on the information provided by the applicant/contact person qualified professional(s). More detailed technical review of a specific development permit application may disclose additional substantive or procedural requirements.
APPLICATION CHECKLIST:
FOREST MANAGEMENT PLAN

The following is a list of materials which must be submitted with your application. For some applications, it will not be necessary to submit all of the listed materials. Consult with the Department of Planning and Community Development if you have a question. Please do not turn in your application until all items which apply to your proposal have been checked off.

RETURN THIS CHECKLIST WITH APPLICATION

Applicant to check if completed

Application

A completed application form and supporting affidavits (pages 6 & 7). The application must be signed by all individuals holding an ownership interest in the parcel as listed on the Title Report.

A completed and signed Environmental Checklist. (Consult with Department of Planning and Community Development, a checklist is usually not required for a short subdivision.) SEPA requires a complete traffic report. Refer to the Transportation Impact Analysis Guidelines memo and contact the City’s Traffic Engineer for all required data. In addition, other impact analysis may be required. Consult with the assigned planner.

Fees

A check to the City of Kirkland for the permit fee (fee schedule is attached).

Arborist report

An arborist report must contain the following:

1) A complete description of each tree’s health, condition, and viability;

2) 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);

3) 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);

4) 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.);

5) Describe the impact of necessary tree removal to the remaining trees, including those in a grove or on adjacent properties;
6) 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

7) 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.

8) A reforestation plan that includes location, size, species, and timing of installation;

**Plans:** (Existing Site and Reforestation Plans)

**Existing Site Plan**

A site plan depicting the following: location of all significant trees *(a survey identifying tree locations is not required)* with a numbering system of the trees (with corresponding tags on trees in the field). The site plan shall include size (DBH), species, and condition of each tree;

1) Location of all improvements, including building footprint, access, utilities, applicable setbacks, buffers, and required landscaped areas clearly identified;

2) 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;

3) 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;

4) Indicate limits of disturbance drawn to scale around all trees potentially impacted by site disturbances resulting from tree removal activities (including approximate LOD of off-site trees with overhanging driplines);

5) Size (DBH);

6) Proposed tree status (trees to be removed or retained);

7) Brief general health or condition rating of these trees (i.e.: poor, fair, good, excellent, etc.);

8) Tree type or species.

9) Location of tree protection measures;

10) Existing topography of the land indicated by contours at two-foot intervals.

11) Location and extent of significant natural features such as streams and wetlands and water bodies on and immediately adjacent to the property.
12) Identification of trees to be removed, including reasons for their removal and a description of low impact removal techniques pursuant to subsection (5)(e)(2) of this section;

Reforestation Plan

1) The following Forest Management Plan standards shall apply:
   a. Trees to remain should be dominant or co-dominant in the stand, healthy and windfirm.
   b. No removal of trees from critical areas and their buffers, unless otherwise permitted by this chapter.
   c. No removal of specimen trees, unless otherwise permitted by this chapter.
   d. No removal of healthy trees that would cause trees on adjacent properties to become hazardous.
   e. The reforestation plan ensures perpetuity of the wooded areas. The size of planted trees for reforestation shall be a minimum of three feet tall.
   f. Logging operations shall be conducted so as to expose the smallest practical area of soil to erosion for the least possible time. To control erosion, native shrubs, ground cover and stumps shall be retained where feasible. Where not feasible, appropriate erosion control measures to be approved by the City shall be implemented.
   g. Removal of tree debris shall be done pursuant to Kirkland Fire Department standards.
   h. Recommended maintenance prescription for retained trees with a specific timeline for such management.

2) A site plan depicting the following: location of all significant trees (a survey identifying tree locations is not required) with a numbering system of the trees (with corresponding tags on trees in the field). The site plan shall include size (DBH), species, and condition of each tree;
   a. Location of all improvements, including building footprint, access, utilities, applicable setbacks, buffers, and required landscaped areas clearly identified;
   b. 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;
   c. 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;
d. Indicate limits of disturbance drawn to scale around all trees potentially impacted by site disturbances resulting from tree removal activities (including approximate LOD of off-site trees with overhanging driplines);

e. Size (DBH);

f. Proposed tree status (trees to be removed or retained);

g. Brief general health or condition rating of these trees (i.e.: poor, fair, good, excellent, etc.);

h. Tree type or species.

i. Location of tree protection measures;

j. Existing topography of the land indicated by contours at two-foot intervals.

k. Location and extent of significant natural features such as streams and wetlands and water bodies on and immediately adjacent to the property.

l. Identification of trees to be removed, including reasons for their removal and a description of low impact removal techniques pursuant to subsection (5)(e)(2) of this section;
APPLICATION FORM: FOREST MANAGEMENT PLAN

PRIMARY CONTACT PERSON: Daytime

Applicant's name: ___________________________ phone: ___________________________
Applicant's mailing address: ___________________________
Fax Number: ___________________________ e-mail Address: ___________________________

Note: If applicant is not property owner, he/she must be authorized as agent (see page 7).

SECONDARY CONTACT PERSON: Daytime

Property Owner's name: ___________________________ phone: ___________________________
Owner's address: ___________________________
Fax Number: ___________________________ e-mail Address: ___________________________

AN ELECTRONIC COPY OF THE FINAL DECISION WILL BE EMAILED TO THE APPLICANT AT THE ABOVE LISTED EMAIL ADDRESS. IF YOU PREFER TO RECEIVE A PAPER COPY, THEY ARE AVAILABLE UPON REQUEST. PLEASE INDICATE IF YOU WOULD ALSO LIKE A COPY OF THESE MATERIALS TO BE SENT TO THE PROPERTY OWNER’S EMAIL ADDRESS:
YES _________________ NO _________________

(1) Property address (if vacant, indicate lot or tax number, access street and nearest intersection):

__________________________________________________

(2) Tax parcel number: ___________________________

(3) Size of property ___________________________

(4) The property is zoned: ___________________________ and is presently used as: ___________________________

ARBORIST INFORMATION:

Arborist's name: ___________________________ Phone: ___________________________
Arborist's mailing address: ___________________________
Fax Number: ___________________________ e-mail Address: ___________________________

Arborist shall meet the qualified professional standards established in KZC 95.10.12

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the information answered above is true and complete to the best of my knowledge. I understand that the City of Kirkland is relying on this information to make its decision. Trees removed illegally may result in the City pursuing monetary penalties and/or restoration under KZC 95.55.

________________________      __________________________          _________________________
Certified Arborist Signature           Arborist Cert. #1 ID & Exp Date          Arborist Cert. #2 ID & Exp Date

YOUR APPLICATION WILL NOT BE COMPLETE UNTIL ALL DOCUMENTS LISTED ON THE APPLICATION CHECKLIST ARE SUBMITTED.

YOU MAY NOT BEGIN ANY ACTIVITY BASED ON THIS APPLICATION UNTIL A DECISION HAS BEEN MADE. CONDITIONS OR RESTRICTIONS MAY BE PLACED ON YOUR REQUEST IF IT IS APPROVED. AFTER THE CITY HAS ACTED ON YOUR APPLICATION, YOU WILL RECEIVE FORMAL NOTICE OF THE OUTCOME. YOU MAY ALSO NEED APPROVALS FROM OTHER CITY DEPARTMENTS. PLEASE CHECK THIS BEFORE BEGINNING ANY ACTIVITY. If you suspect that your site contains a stream or wetland or is adjacent to a lake, you may need a permit from the state or federal government.
STATEMENT OF OWNERSHIP/DESIGNATION OF AGENT

The undersigned property owners, under penalty of perjury, each state that we are all of the legal owners of the property described on the site plan, and designate __________________________ to act as our agent with respect to this application.

AUTHORITY TO ENTER PROPERTY

I/we acknowledge that by signing this application I/we are authorizing employees or agents of the City of Kirkland to enter onto the property which is the subject of this application during the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, for the sole purpose of making any inspection of the limited area of the property which is necessary to process this application. In the event the City determines that such an inspection is necessary during a different time or day, the applicant(s) further agrees that City employees or agents may enter the property during such other times and days as necessary for such inspection upon 24 hours notice to applicant(s), which notice will be deemed received when given either verbally or in writing.

HOLD HARMLESS AGREEMENT READ CAREFULLY BEFORE SIGNING

The undersigned in making this application certifies under penalty of perjury, the truth and/or accuracy of all statements, designs, plans and/or specifications submitted with said application and hereby agrees to defend, pay, and save harmless the City of Kirkland, its officers, employees, and agents from any and all claims, including costs, expenses and attorney's fees incurred in investigation and defense of said claims whether real or imaginary which may be hereafter made by any person including the undersigned, his successors, assigns, employees, and agents, and arising out of reliance by the City of Kirkland, its officers, employees and agents upon any maps, designs, drawings, plans or specifications, or any factual statements, including the reasonable inferences to be drawn therefrom contained in said application or submitted along with said application.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Applicant

Signature: ____________________________________
Name: ____________________________________
Address: ____________________________________
e-mail address: _________________________________
Telephone: ____________________________________

Property Owner #1

Signature:______________________________
Name:______________________________
Address:______________________________
e-mail address: _________________________________
Telephone:______________________________

Agent (Other than Applicant)

Property Owner #2

Signature:______________________________
Name:______________________________
Address:______________________________
e-mail address: _________________________________
Telephone:______________________________

11/5/2013
Signature: ________________________________  Signature: ______________________________
Name: ________________________________
Address: ________________________________
____________________________________
e-mail address: ________________________________ e-mail address: __________________________
Telephone: ________________________________ Telephone: __________________________