**TREE RETENTION PLAN— Subdivisions and Cottage Developments**

Tree retention plan requirements for Short Plat, Subdivisions, cottages, carriage units, two/three-unit homes, and related demolition and land surface modification applications (See KZC 95.30(6)(a) Phased Review, for additional standards). 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

<table>
<thead>
<tr>
<th>TREE INVENTORY AS DESCRIBED IN SECTION I. OF THE PERMIT SUBMITTAL CHECKLIST FOR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ All significant trees on the subject property and on adjoining property with driplines extending over property line</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>SITE PLAN AS DESCRIBED IN SECTION II. OF THE PERMIT SUBMITTAL CHECKLIST TO INCLUDE:</th>
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</thead>
<tbody>
<tr>
<td>□ Surveyed tree locations</td>
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<tr>
<th>REQUIREMENTS IN SECTION III. OF THE PERMIT SUBMITTAL CHECKLIST SHALL BE PREPARED BY A QUALIFIED PROFESSIONAL AND APPLY TO:</th>
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</thead>
<tbody>
<tr>
<td>□ All significant trees</td>
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<thead>
<tr>
<th>TREE RETENTION STANDARDS</th>
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</thead>
<tbody>
<tr>
<td>□ Retain and protect trees with a high retention value to the maximum extent possible (^{(1)})</td>
</tr>
<tr>
<td>□ Retain and protect trees with a moderate retention value if feasible</td>
</tr>
<tr>
<td>□ Preservation and maintenance agreements pursuant to KZC 95.51 are required for all remaining trees on the subject property (^{(2)})</td>
</tr>
</tbody>
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<tr>
<th>TREE DENSITY</th>
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<tr>
<td>□ Tree density requirements shall apply as required in KZC 95.33</td>
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</tbody>
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\(^{(1)}\) 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.

\(^{(2)}\) Prior to short plat or subdivision recording.

**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 Short Plat, Subdivisions, cottages, carriage units, two/three-unit homes, 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: \( \frac{\text{Lot size in square feet}}{43,560} \times 30 = \text{Required minimum tree density} \)

  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.