



Tree Retention Removal Information Guide

Use the following table to determine what tree form or permit you will need when requesting to remove significant trees on your property. Significant trees are trees with trunks ≥ 6 inches in diameter, measured 4½ ft from the ground. Below the table is a brief description of each process.

Tree Retention & Removal Action Table

Activity	Form	Tree Removal Notification	Tree Removal Permit	Public Tree Removal & Pruning Permit	Forest Management Plan
Removal of one or two trees on private property with no conditions that require a permit.		X			
Removal of more than two trees on private property.			X		
Removal of one or more trees on private property with conditions that require a permit.			X		
Pruning of street (public) trees.				X	
Removal of street (public) trees.				X	
Removal of more than two trees on a significantly wooded site (over 40% canopy coverage) that is at least 35,000 square feet in size.					X
Removal of trees on a significantly wooded site (over 40% canopy coverage) that is at least 35,000 square feet in size with **conditions .					X

Properties having the following conditions must use the Tree Removal Permit.

- A property with a tree removal request to remove one or both of the last two significant trees.
- A property that has a new residence built within the last five years.
- A property containing a Native Growth Protection Easement (NGPE).
- A property within 100 feet of a critical area (i.e. streams, slopes with a grade 15% or greater, and wetlands).
- A property containing subdivision restrictions listed on deed or plat map.
- A property removing a tree along the shoreline of Lake Washington.
- A property located within the Holmes Point Overlay (KZC 70).

Contact the Planning and Building Department at 425-587-3600 with questions.

An arborist report from a qualified professional must be submitted with your permit (see Qualified Professional section below).



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Permit and Form Descriptions

Tree Removal Notification – This form is for removal requests of trees on private property that have no conditions (see Conditions description above). There are no fees associated with this form.

Tree Removal Permit Application – This permit is for the removal of more than two trees or for the removal of trees on a site with conditions (see Conditions description above). A permit fee is required. While an arborist report is generally required with this permit an applicant may submit photos for trees with obvious defects or for tree causing damage to property. Arborist reports must be done by a qualified professional. See the description of qualified professional below.

Public Tree Removal & Pruning Permit Application – This form/permit is for either the pruning or removal of street (public) trees. Pruning requests have no fees, but an ISA certified arborist is required to perform the pruning of public trees to the ANSI A300 Standard. Removal of public trees requires an arborist report by a qualified professional (see the description of qualified professional below). A permit fee is required for processing a public tree removal request.

Forest Management Plan – This permit is for large wooded sites requesting to remove more than two trees or if the site has conditions (see Conditions description above). The site must be significantly wooded (over 40% canopy coverage) and be at least 35,000 square feet. This requires an arborist report from a qualified professional (see the description of qualified professional below). A permit fee is required for processing a forest management plan.

Qualified Professional

Qualified professionals are individuals with relevant education and training in arboriculture or urban forestry, having two or more of the following credentials:

- International Society of Arboriculture (ISA) Certified Arborist
- Tree Risk Assessment Qualification (TRAQ) as established by the Pacific Northwest Chapter of ISA (or equivalent)
- American Society of Consulting Arborists (ASCA) registered Consulting Arborist
- Society of American Foresters (SAF) Certified Forester for Forest Management Plans

Certified Arborist List

For a current list of certified arborists visit the Pacific Northwest Chapter of the International Society of Arboriculture (PNW-ISA) www.pnwisa.org or contact PNW-ISA at 503-874-8263. You may also find an arborist in the yellow pages under “Tree Service” – look for the “certified arborist” logo.



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If you want this information translated, please email TitleVICoordinator@kirklandwa.gov or call 425-587-3831.

Si usted desea esta información traducida al Español por favor envíe un mensaje al la siguiente dirección electrónica: TitleVICoordinator@kirklandwa.gov o llame al número 425-587-3831.

如果您需要此信息的翻译版本，请发送电子邮件至 TitleVICoordinator@kirklandwa.gov 或拨打电话 425-587-3831.

Если Вы хотите получить эту информация переведённую на Русский язык напишите по адресу TitleVICoordinator@kirklandwa.gov или позвоните 425-587-3831.

The Title VI language is required by the State of Washington and must be included on all forms, checklists, handouts online or paper form. Rob has created a "snippet" with the verbiage already added to it.

Alternate Formats: People with disabilities may request materials in alternate formats.

Title VI: Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City.

To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425-587-3831 (TTY Relay: 711) or TitleVICoordinator@kirklandwa.gov.