



TREE REMOVAL PERMIT SUBMITTAL REQUIREMENTS CHECKLIST

APPLICANT PRESUBMITTAL CHECKLIST

REQUIRED APPLICATION MATERIALS

All items are required at time of submittal and shall be submitted in electronic format.

- 1. [General Planning Application](#) (see separate City form)
- 2. **Application Fee:** Current application fee as listed in the City's adopted fee schedule.
- 3. **Arborist Report:** An Arborist Report prepared by a Certified Arborist with photos of all trees proposed for removal; their species, circumference measured at 48-inches above grade, current health; and reason for recommended removal.
- 4. **Replacement Plan:** A replacement plan prepared by a Certified Arborist showing the number, species, size, and location on the property of the required replacement tree(s).
- 5. **Site Plan:** A site plan or property map showing all trees proposed for removal.
- 6. **Neighbor Consent Letter:** If the tree(s) proposed for removal are on a shared property line, provide a signed letter granting consent of the adjacent property owner for the requested removal or provide their signature on the application form.
- 7. **Homeowners Association (HOA) Letter:** If the tree(s) are on a parcel that is part of a Planned Unit Development (PUD), a signed HOA letter must be provided that supports removal of the tree(s).