

## **CITY OF TUKWILA**

**Department of Community Development**

6300 Southcenter Boulevard, Tukwila, WA 98188

Telephone: (206) 431-3670 FAX (206) 431-3665

E-mail: [tukplan@ci.tukwila.wa.us](mailto:tukplan@ci.tukwila.wa.us)

## **SPECIAL PERMISSION DIRECTOR**

**Shoreline Tree Removal  
and Vegetation Clearing**

### **INFORMATION**

The Tukwila Zoning Code and Sign Code have established "Special Permission" decisions, which are more complex than straightforward applications of code standards, but do not require a public hearing

#### **REQUIREMENTS:**

Special permission approval by the Director is required for removal of any trees or site clearing in the shoreline jurisdiction.

**PROCEDURES:** At the time you submit your application you must have all of the items listed on the attached "Complete Application Checklist." You may request a waiver from items on the checklist that are not applicable to your project. Please discuss this waiver request with City staff either at a pre-application meeting or at the time of application submittal.

Within 28 days of receiving your application, City staff will determine if it is complete based on the attached checklist. If the application is not complete, City staff will mail you a letter outlining what additional information is needed. If you do not submit requested materials within 90 days from the City's request for additional information, the City may cancel your application. Once the application is complete it will be reviewed by the Director who will issue a decision to approve, modify or deny the application based on the review criteria.

# COMPLETE APPLICATION CHECKLIST

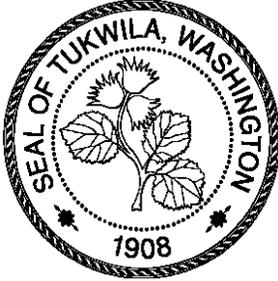
The materials listed below must be submitted with your application unless specifically waived in writing by the Public Works Department and the Department of Community Development. Please contact each Department if you feel that certain items are not applicable to your project and should be waived. Application review will not begin until it is determined to be complete. **ADDITIONAL MATERIALS MAY BE REQUIRED.**

The initial application materials allow project review to begin and vest the applicant's rights. However, the City may require additional information as needed to establish consistency with development standards.

City staff are available to answer questions about application materials at 206-431-3670 (Department of Community Development) and 206-433-0179 (Department of Public Works).

Check items submitted with application	Information Required.
	<i>May be waived in unusual cases, upon approval of both Public Works and Planning</i>
<b>APPLICATION MATERIALS:</b>	
	1. Application Checklist one (1) copy, indicating items submitted with application.
	2. Permit Fee: See Land Use Fee Schedule
	3. Written description of the project, the extent of clearing being requested and response to the applicable decision criteria.
<b>SHORELINE TREE REMOVAL AND VEGETATION CLEARING</b>	
	1. A vegetation survey that shows the diameter, species and location of all significant trees and all existing native vegetation on a site plan;
	2. A site plan that identifies: <ul style="list-style-type: none"> <li>a. trees and native vegetation to be retained and trees to be removed and provides a table showing the number of significant trees to be removed and the number of replacement trees required;</li> <li>b. Tree protection zones and other measures to protect any trees that are to be retained for sites undergoing development or re-development;</li> <li>c. Location of the OHWM, river buffer, shoreline jurisdiction boundary and any sensitive areas with their buffers;</li> </ul>
	3. A landscape plan that shows diameter, species name, spacing and planting location for any required replacement trees and other proposed vegetation; and
	4. An arborist evaluation justifying the removal of hazardous trees if required by the Department.





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**AFFIDAVIT OF OWNERSHIP AND HOLD HARMLESS  
PERMISSION TO ENTER PROPERTY**

STATE OF WASHINGTON

ss

COUNTY OF KING

The undersigned being duly sworn and upon oath states as follows:

1. I am the current owner of the property which is the subject of this application.
2. All statements contained in the applications have been prepared by me or my agents and are true and correct to the best of my knowledge.
3. The application is being submitted with my knowledge and consent.
4. Owner grants the City, its employees, agents, engineers, contractors or other representatives the right to enter upon Owner's real property, located at \_\_\_\_\_  
for the purpose of application review, for the limited time necessary to complete that purpose.
5. Owner agrees to hold the City harmless for any loss or damage to persons or property occurring on the private property during the City's entry upon the property, unless the loss or damage is the result of the sole negligence of the City.
6. Non-responsiveness to a City information request for ninety (90) or more days, shall be cause to cancel the application(s) without refund of fees.

EXECUTED at \_\_\_\_\_ (city), \_\_\_\_\_ (state), on \_\_\_\_\_, 20\_\_\_\_

Print Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Signature \_\_\_\_\_

On this day personally appeared before me \_\_\_\_\_ to me known to be the individual who executed the foregoing instrument and acknowledged that he/she signed the same as his/her voluntary act and deed for the uses and purposes mentioned therein.

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Washington

residing at \_\_\_\_\_

My Commission expires on \_\_\_\_\_

# REVIEW CRITERIA

Please consult Section 9.10 of the Shoreline Master Program or TMC 18.44.080 for the tree replacement requirements and other vegetation standards. In addition all approvals must be consistent with the Tukwila Comprehensive Plan (TMC 18.100.030).

Planning Division staff are available to discuss the decision criteria you must respond to and necessary supporting materials.

## SHORELINE TREE REMOVAL AND VEGETATION CLEARING CRITERIA

- 1) As many significant trees and as much native vegetation as possible are to be retained on any site proposed for development or re-development in the shoreline jurisdiction, taking into account the condition and age of the trees.
- 2) Only trees that interfere with access and passage on public trails or trees that present an imminent hazard to existing structures or the public may be removed from sites without an issued building permit or Federal approval.
- 3) Factors that will be considered in approving tree removal include but are not limited to: tree condition and health, age, risks to structures, and potential for root or canopy interference with utilities. If the hazard is not readily apparent, the City may require an evaluation by an International Society of Arborists (ISA)-certified arborist.
- 4) If the project that requires this permit triggers design review, the Director of Community Development or the Board of Architectural Review may require alterations in the arrangement of buildings, parking or other elements of proposed development in order to retain significant non-invasive trees, particularly those that provide shading to the river. The design review decision shall be completed prior to issuance of this special permission approval for tree removal or clearing to ensure that all measures to minimize impacts have been incorporated into the site plan.