

Tree Permits

The following information will assist you with compliance to the City's municipal code regarding tree regulations. To read the full regulations, please refer to Chapter 16.14 of [our municipal code](#). Critical areas (environmentally sensitive areas) within shoreline jurisdiction are regulated through the city's [shoreline master program](#).

[Click here](#) for an overview of tree removal and replacement requirements. [Click here](#) for requirements for tree removal and replacement related to development projects.

What Type of Permit Do I Need?

There are several factors that determine whether you need a "Major Tree Permit" or a "Minor Tree Permit." Major permits require a site visit from the City Arborist and an arborist report from an ISA Certified Arborist, whereas Minor Permits do not. Use the decision-making tool linked below to find out which type of permit you'll need.

[Do I need a major or minor permit?](#)

[How to I measure my multi-stemmed tree?](#)

[How do I convert tree circumference to diameter?](#)

Download the Tree Removal and Replacement Application

Regardless of whether you need a Major or Minor Permit, you can use the application form below:

[Click here to download the Tree Removal and Replacement Application Form](#)

Turn in your application Monday - Friday, 9am-12pm or 1pm-3pm. You can also email your application to the [City Arborist, Hannah Swanson](#) to get the process started. A [non refundable](#) application fee of \$79.75, in the form of cash, check, or credit/debit card (3% fee added) is due at when submitting an application. If arborist review is required (Major Permits), arborist time is billed to the applicant at a rate of \$95/hour.

To submit an application for a tree permit... [WHAT TO DO?! HOW?!](#)

What Happens after I turn in a tree removal and replacement application?

Minor Tree Permits

A *Notice of Application* will be prepared for you, which you will be required to post in a conspicuous location along a public road so that people driving or walking by can see it, for no less than two business days prior to scheduled tree removal. The Notice of Application posting shall remain posted until the permit is issued.

If the City receives comments regarding the proposed tree removal, you may be contacted by our [City Arborist, Hannah Swanson](#), to discuss the proposal in more detail, and possibly to discuss alternative options to removal if the tree or trees are considered healthy and worthy of retaining.

A permit may be issued after two business days of posting, provided the tree contractor has a valid [City of Lake Forest Park business license](#) that includes a signed "Statement of Canopy

Commented [SL1]: Link to PDF not download* ... modern users will not download and users who are browsing don't want to open file just to see what's in it, etc

*Use same code/function as 'Click here to download' example in next link [Tree Removal] which doesn't actually download form but instead allows browser view, etc

Commented [SL2]: 1) remove the text ", Hannah Swanson" ... arborist doesn't need named, and modern security recommends keeping information generic

2) change email address to be "arborist@" instead of Hannah ... setup mailbox for arborist that others (like Riley) have access to view and have ALL public communication go through generic city arborist not individual

Commented [SL3]: I assume I cant get a free permit (as in other cities) so I assume my \$79 is non refundable! ... I'd suggest considering a refund if possible to encourage the public to submit applications ... or free to submit and then charge to issue, etc

Commented [SL4]: Need to include how, where, to submit permit? I assume town hall office front desk ... is there an online or email option or only in person?

NOTE: The Tree Removal and Replacement Application Form ALSO needs updated with this information!!

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Preservation and Enhancement Acknowledgement” The Issued Permit will need to be posted on the day of removal and remain posted for at least one week following the tree removal.

You must plant at least one tree for each tree removed. The replacement tree(s) must provide equal or greater canopy coverage (based on the LFP Tree List) to those that have been removed. A plan for replacement must accompany the application for removal. City Arborist can assist you with the materials, but it is the responsibility of the applicant to complete the Site Plan marked with Replacement Tree(s) and approximate placement for tree replanting. See ... for more information.

Major Tree Permits

A *Notice of Application* will be prepared for you, which you will be required to post in a conspicuous location along a public road so that people driving or walking by can read it, for no less than 14 days prior to scheduled tree removal. The Notice of Application posting shall remain posted until the permit is issued. When the proposal involves removing five or more trees and constitutes 50 percent or more of the canopy on the subject lot, notice of application and public comment procedures shall comply with [LFPMC 16.26.040\(D\)\(1\) and \(E\)\(1\)](#).

Your application will then be reviewed to our City Arborist, [Hannah Swanson](#), who will perform a site visit in order to assess the health and risk potential for the tree or trees proposed for removal. Once our arborist has completed their report, you will be notified with the permit decision. The permit review process typically takes 2-3 weeks depending on the scale of the project and provided the tree contractor has a valid [City of Lake Forest Park business license](#) that includes a signed “Statement of Canopy Preservation and Enhancement Acknowledgement”

The Issued Permit will need to be posted on the day of removal and remain posted for at least one week following the tree removal.

Tree replacement for Arborist Review permits is calculated based on the lot’s canopy coverage goal.

- If the tree removal causes the property to fall below the canopy coverage goal, a replacement plan to bring the property back to that goal (at 30 years growth) is required prior to permit issuance, and the permit conditions must be recorded with King County.

- If the property was below the canopy coverage goal prior to tree removal, the property owner must replace trees to reach the canopy percentage that existed prior to tree removal.

- See ... for more information.

Permits Associated with Major Development Activity

Major Development Activity is defined as subdivisions, short plats, new construction, demolition, or any project that adds 1,000 square feet or more of impervious surface to a site. When tree removal is proposed with Major Development Activity, a Major Tree Permit is required, with additional requirements:

- The City Arborist must approve the tree protection measures for any trees to be retained and inspect these prior to construction.

Commented [SL6]: 1) Remove link from City and only link Business License

2) FYI Tree contractors must submit a signed “Statement of Canopy Preservation and Enhancement Acknowledgement” form with the Business License Application ... so add that text/info

3) FUTURE link to list of Tree contractors who meet criteria, list will be on the Tree Board webpage

Commented [SL7]: Need to differentiate posting Application for a few days compared to Permit...

Commented [SL8]: LINK needed to list of replacement trees recommended by LFP Tree Board

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Commented [SL13]: Same update as above

Commented [SL14]: 4) Remove link from City and only link Business License

5) FYI Tree contractors must submit a signed “Statement of Canopy Preservation and Enhancement Acknowledgement” form with the Business License Application ... so add that text/info

6) FUTURE link to list of Tree contractors who meet criteria, list will be on the Tree Board webpage

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- It is the applicant's responsibility to arrange for the City Arborist to be on-site for a pre-construction meeting, once a building permit is issued.
- If the lot is below the canopy coverage goal prior to tree removal/construction, the property owner must plant trees to achieve the canopy coverage goal
- Tree permit conditions must be recorded with King County
- Viable Trees may not be removed from the property for five years after development completes.

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- See ... for more information.

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Permit Associated with Minor Development Activity

Building applications for construction near a tree, that do not involve new construction or adding 1,000 square feet or more of impervious surface are considered Minor Development Activity.

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Whenever Minor Development Activity takes place within the critical root zone of a tree, a Major Tree Permit is required with additional requirements:

- In general, a tree's critical root zone is 1 foot for every inch of the tree's diameter.
- For instance, a tree with a diameter of 24 inches has a critical root zone of 24 feet from the base of the tree.
- It is the applicant's responsibility to arrange for the City Arborist to be on-site for a pre-construction meeting once a building permit is issued.

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Additional Information

More information about submitting tree permits and requirements for planning including removal and replacement of trees can be found within a variety of resources that are available to you online:

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[Proper Practices for Planting a Tree](#) - Information on proper practices for planting a tree with a nine-step approach to successful planting and establishment.

[Learn More about Trees & Forest Care](#) - Learn about what trees are found in this area and descriptions of those trees.

[Tree List](#) - Browse through a list of tree heights to find a tree that is appropriate to plant in your location.

[Tree Canopy Maps](#) - See the tree canopy coverage of each parcel in Lake Forest Park, and see which parcels are below canopy coverage goals.

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