



Submittal Worksheet  
**CLEARING/TREE REMOVAL**

**WHAT IS THE PURPOSE OF THIS WORKSHEET?**

*This worksheet is to help prospective applicants prepare the required documentation needed to submit a complete application. Please note that this is not the official application, but a tool to assist in the compilation of the materials required for review by the City. It is important that prospective applicants contact the Planning and Building Division prior to submitting an application as some projects may not require the submittal of all the materials listed or may require additional materials not listed. In order to help work out any potential problems before the formal submittal, the City of Bonney Lake encourages applicants to attend a pre-application meeting.*

**DIGITAL SUBMITTAL REQUIRED**

*The City has implemented a paperless permit system for all planning permits. All application materials are required to be submitted electronically to the Bonney Lake Permit Center. Please contact the Bonney Lake Permit Center at (253) 447-4356 if you have questions regarding the submittal process. All submittal documents are required to be consistent with the Digital Submittal Requirements.*

**FOR ALL CLEARING/TREE REMOVAL PROPOSALS:**

**Clearing Permit Application Form:** The land use application form must be completed and signed by the property owner, or by the project's designated applicant. If the form is not signed by the property owner, the application form must be accompanied by a notarized copy of the Agent Authorization Form. If an applicant or property owner proposes to undertake exempt development upon property owned by someone else, that applicant must provide a signed and notarized authorization form from the underlying property owner that specifically authorizes the applicant to undertake the proposed activities on the property in question.

**Fee:** \$250

**Project Narrative:** The narrative shall provide, at the very least, a brief description of the project. The narrative should explain the full scope of the development proposal, and is the applicant's opportunity to explain any details or aspects of the project not represented elsewhere in the application materials.

**Site Plan:** The site plan shall be drawn at a minimum scale of one (1) inch equals twenty (20) feet displaying the information below, as required to accurately reflect the proposed project. Please contact City staff if you have questions regarding the minimum requirements for your project's site plan:

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1. Date and north arrow.
2. The boundary of the site and any lot lines drawn to scale of land upon which the development is proposed. Identify surveyed property corners and the extent of the clearing limits.
3. Property boundary lines, existing lots, tracts, utility or access easements and streets.
4. Existing and proposed improvements including structures, driveways, utilities, and storm drainage facilities;
5. Location of nonexempt trees with notes as to their species, size (DBH), condition, whether they are to be retained, and, if not to be retained, the reason for removal;
6. Location of proposed new tree plantings; and
7. All natural features including topography (two-foot intervals), wetlands, steep slopes, streams, bodies of water, existing vegetation, etc.
8. Quantity, source and composition of any fill materials that is placed on the site whether temporary or permanent.
9. Quantity, composition and destination of any excavated material.

***FOR SOME CLEARING/TREE REMOVAL APPLICATIONS [WHEN NECESSARY]:***

*In some more specific cases, there are some additional materials to those listed above that are required in order for City reviewers to adjudge whether or not a proposal complies with the City's applicable regulations. The following are common types of additional materials that may be required for your submittal.*

**Building Plan Set:** For any development that proposes to construct a structural improvement of some kind, please provide copies of the building permit application submittal materials including any structural details and/or elevation views.

**Arborist's Report and/or Hazard Assessment:** In order to approve certain tree removal proposals that are predicated on a hazardous condition created by trees that are unhealthy, in poor condition, or dead, the City may require that you provide a report or hazard tree risk

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assessment form produced by a certified arborist. The International Society of Arboriculture (ISA) tree risk assessment form can be accessed at the following web address:

[https://www.isa-arbor.com/education/resources/BasicTreeRiskAssessmentForm\\_Print\\_2017.pdf](https://www.isa-arbor.com/education/resources/BasicTreeRiskAssessmentForm_Print_2017.pdf)

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**Public Services Department**

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