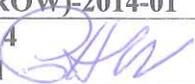


Public Works Department Engineering Division Policy	Number: ENGR-DEV(ROW)-2014-01 Date: November 20, 2014 Issue/Revision: Original 
<u>Subject</u> Procedures for Obtaining Permitting and Approval for Tree Removal or Trimming with City ROW	Approved: 

## PROCEDURES FOR OBTAINING PERMITTING AND APPROVAL FOR TREE REMOVAL OR TRIMMING WITHIN CITY OF EDMONDS RIGHTS-OF-WAY

Pursuant to Edmonds Community Development Code (ECDC) 18.00.040, this memorandum is to clarify City of Edmonds regulations, policies, and procedures for the permit approval process and permit issuance for tree removal or trimming within City rights-of-way.

These procedures shall apply to tree removal or trimming within City of Edmonds rights-of-way by any individuals or entities other than the City of Edmonds. These procedures do not apply to tree removal or trimming performed by the Public Works & Utilities Department or Parks, Recreation, & Cultural Services Department in the course of routine maintenance or repair of public-owned facilities or in emergency response to public safety situations.

**§1 – Permit Required.** A *Right-of Way Construction Permit* is required for any party other than the City of Edmonds to perform any removal or trimming of trees located within City rights-of-way under any of the following conditions:

- Any removal or trimming of a “street tree” as defined in the City Street Tree Plan<sup>1</sup>.
- Any removal of a tree as defined in ECDC 18.45.040Q<sup>2</sup>.
- Any trimming of a tree over a height of eight feet (8’) above the ground, as measured from the downslope side of the tree.
- Any trimming of a tree requiring or using equipment other than handheld equipment.
- Any trimming or removal of a tree in the City right-of-way that will result in any branches or portions of the tree exceeding six inches (6”) in diameter falling within the traveled way (e.g., street, sidewalk, etc.) of the City right-of-way.
- Any trimming or removal of a tree exceeding six inches (6”) in diameter on private property if the trees or branches will fall into the traveled way (e.g., street, sidewalk, etc.) of the City right-of-way during the tree removal or trimming process.uu

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Tree Removal or Trimming within City of Edmonds Rights-of-Way

**§2 – Application.** *Right-of-Way Construction Permits* for removal or trimming of trees in City rights-of-way shall be applied for through the Public Works & Utilities Engineering Division at City Hall. Only licensed and bonded contractors authorized to represent the owners of the property abutting the City right-of-way upon which the trees are located, a utility company, or the property owners in limited circumstances<sup>3</sup> may apply for a *Right-of-Way Construction Permit* for tree removal or trimming.

**§3 – Necessary Criteria.** City of Edmonds policy governing the removal or trimming of trees is contained in City Council Resolution 418, ECDC Chapter 18.45 (Land Clearing and Tree Cutting Code), and ECDC Chapter 18.85 (Street Trees). Removal or trimming of trees located in City rights-of-way as described in §1 will be approved only if one of the following conditions is met:

- The tree or trees present a safety or sight distance hazard.
- The tree root system causes blockage of underground utility systems or damages other public or private improvements such as roadways, sidewalks, driveways, etc.
- The tree is damaged or diseased requiring its removal or trimming in the interests of the public health and safety.
- The tree has outgrown its location, is nearing the end of its healthy life, and should be replaced by a smaller, location appropriate tree.

\*Removal or trimming of trees located in City rights-of-way designed to enhance views from abutting properties will not be approved.

**§4 – Review.** Applications shall be reviewed by the Public Works & Utilities Department, Development Services Department, and the Parks, Recreation, and Cultural Services Department, as appropriate, for compliance with this policy, with critical areas ordinances and land clearing permit requirements, and also for impacts on City parks and urban design planning.

**§5 – Tree Replanting and Replacement Schedule:**

Caliper <sup>4</sup> of Tree Removed	Replacement Recommendation
6" – 8"	1 tree
8" – 12"	2 trees
12" – 18"	3 trees
18" – 24"	4 trees
24" +	5 trees

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- Replacement species to be determined by a City staff/consulting arborist.
- City staff/consulting arborist to review recommended tree replacement ratio and make a final determination on appropriate replacement ratio for the site.

**§6 – Approval.** *Right-of-Way Construction Permits* for removal or trimming of trees in City rights-of-way shall be issued by the Public Works & Utilities Engineering Division following successful review and certification that the permit application meets all necessary criteria.

EFFECTIVE THIS 20<sup>TH</sup> DAY OF NOVEMBER, 2014



PHIL WILLIAMS  
PUBLIC WORKS & UTILITIES DIRECTOR

NOTES:

1. Contact the Parks Maintenance Manager at 425.771.0230 to determine if the tree is officially designated as a street tree by the City.
2. Per ECDC 18.45.040Q a "tree" shall mean any living, woody plant characterized by one main stem or trunk with many branches and having a caliper of six inches (6") or greater, or a multi-stemmed trunk system with a definitely formed crown.
3. Property owners may apply directly if the work will include only trimming of branches utilizing handheld equipment and there is no risk of objects falling into the traveled way of the right-of-way.
4. Per ECDC 18.45.040A "caliper" shall mean the diameter of any tree trunk as measured at a height of four feet (4') above the ground on the upslope side of the tree.