



Seattle Department of Transportation
 Street Use Division
 700 Fifth Avenue, Suite 2300 | PO Box 34996
 Seattle, Washington 98124-4996
 (206) 684-5253 | (206) 684-TREE
 SDOTPermits@seattle.gov

SDOT Permit Number(s)

(Official Use Only)

URBAN FORESTRY PERMIT APPLICATION

Seattle Municipal Code (SMC) 15.04, 15.43

1 APPLICATION DATE

(mo/day/year)

2 PROJECT ADDRESS

Address Number

Street Name (include NE, SW, Ave, St, Blvd, etc.)

3 PROJECT DESCRIPTION

Describe Project and Work in Right of Way

4 WORK DESCRIPTION

Tree Work Type	Number of Trees Affected	Species (if known)	Desired Start Date	Documentation Required
<input type="checkbox"/> Pruning (1A)				<ul style="list-style-type: none"> ▪ Tree Pruning Checklist (page 5 of this document) ▪ Site Plan
<input type="checkbox"/> Planting (1B)				<ul style="list-style-type: none"> ▪ Site Plan
<input type="checkbox"/> Removal (1C)				<ul style="list-style-type: none"> ▪ Site Plan
<input type="checkbox"/> Unimproved Right of Way (1D)				<ul style="list-style-type: none"> ▪ Site Plan ▪ Square footage impacted <input type="text"/> (sq. ft.)

5 WORK ZONE (Check all that apply)

WHERE ARE YOUR TREES?

- In a **Planting strip** – In the grass area next to a sidewalk, for example
- In a **Greenbelt/unimproved right of way** – There is no sidewalk or curb, for example
- Next to a construction project** – Trees need to be pruned or removed to accommodate construction work such as for scaffolding, installation of overhead power lines, etc.
- On **Private Property** – Urban Forestry Permit typically not required. Other permits may be required if work equipment is staged in the right of way. Consult with permit review staff.

PROPERTY

Will you be working in an area that is **next to your property** and/or in **front of your property**?

Will work occur along multiple streets or frontages? Yes No

Primary street/frontage where work will occur (street name)

Additional street/frontage where work will occur (street name)

NEXT TO OR WITHIN WORK ZONE

- Overhead telecommunication or power lines
- Street light poles
- Sign posts
- Hydrants, water meters, vaults (above or under ground)
- Street furniture (for example, bike racks or benches)
- Walls/rockeries

TO PERFORM TREE WORK, WHERE WILL YOUR WORK ZONE OR EQUIPMENT BE STAGED?

- Sidewalk
- Parking Lane
- Bike Lane
- Travel Lane
- Alley
- Other

Note: Vehicles, equipment, or materials affiliated with tree work that have the potential to impact mobility within the right of way may require additional Street Use permits.

6 ATTACH SITE PLAN

Site Plan templates are available for download on the Street Use web page (www.seattle.gov/transportation/stuse_forms.htm). Follow all instructions listed on the Site Plan template. Also provide the information requested below.

1. Width of planting strip (feet)
2. Width of sidewalk (feet)
3. Clearly indicate location of all trees on the Site Plan.
 - a. Existing tree (●) or (☼)
 - b. Tree to be removed (✕)
 - c. Tree to be pruned (P)
 - d. Tree to be planted (▲)

Note: Call 811 "Call Before You Dig" to obtain free marking of underground utilities in or near the work zone.

7 APPLICANT

Applicant is the:

- Home/Property Owner
 Tree Service Provider
 Contractor
 Other

Name:	SDOT Customer ID Number (if known):
Company:	SDOT Company ID Number (if known):
Mailing Address (include city, state, zip):	Office/Home Phone Number:
	Mobile Phone Number:
	Email Address:

8 TREE SERVICE PROVIDER (Permittee)

Tree Service Providers performing tree work in the right of way must register with the City of Seattle to become a Registered Tree Service Provider (at no charge).

- If Tree Service Provider **is Registered** with the City of Seattle - **provide registry #** and skip this section
Registry #

Registered Tree Service Provider (contact name):	SDOT Customer ID Number (if known):
Registered Tree Service Provider Company (business name):	SDOT Company ID Number (if known):
Mailing Address (include city, state, zip):	Office/Home Phone Number:
	Mobile Phone Number:
	Email Address:

9 24-HOUR CONTACT

Is Applicant the 24-Hour Contact? Yes - skip this section, proceed to **10**

Is Tree Service Provider the 24-Hour Contact? Yes - skip this section, proceed to **10**

Name:	SDOT Customer ID Number:
Company:	SDOT Company ID Number:
Mailing Address (include city, state, zip):	Office/Home Phone Number:
	Mobile Phone Number:
	Email Address:

10 TERMS AND CONDITIONS

Indemnification: The Permittee agrees to defend, indemnify, and hold harmless the City of Seattle, its officials, officers, employees, and agents against: (1) any liability, claims, causes of action, judgments, or expenses, including reasonable attorney fees, resulting directly or indirectly from any act or omission of the Permittee, its subcontractors, anyone directly or indirectly employed by them, and anyone for whose acts or omissions they may be liable, arising out of the Permittee's use or occupancy of the public right of way; and (2) all loss by the failure of the Permittee to fully or adequately perform, in any respect, all authorizations or obligations under the Permit.

Acceptance of terms, conditions, and requirements: Permittee shall accept the terms, conditions, and requirements of the permit and agree to comply with them to the satisfaction of the Seattle Department of Transportation, Street Use

Division. Permittee further agrees to comply with all applicable city ordinances, including but not limited to Title 15 SMC, and all applicable requirements of state and federal law. Work shall begin within six months from the date of approval unless other arrangements are made, otherwise the application shall be void.

Applicant/Permittee or Authorized Agent Statement: I declare under penalty of perjury under the laws of the State of Washington that: I am the Applicant/Permittee OR the authorized agent of the Applicant/Permittee; that the information provided is correct and complete; and that I have the authority to bind the Applicant/Permittee to this application.

Deposits, Charges, and Future Billings: The Permittee is responsible for all permit charges. If a deposit was made for estimated future Street Use services, any unused portion of the deposit will be refunded to the Applicant/Permittee. Any charges in excess of the deposit will be billed to the Applicant/Permittee.

APPLICANT SIGNATURE

DATE

PRUNING PLAN CHECKLIST

- Right of Way clearance:** Raise canopy of tree over walk and street. Remove lower limbs or portions of limbs to provide minimum clearances of 14 feet over the street and 8 feet over the sidewalk.
- Other clearance:** Remove limbs or use reduction cuts to provide a minimum of 5 feet clearance to a maximum of 10 feet clearance over roofs, signage or other infrastructure.
- Crown cleaning:** Remove dead limbs ___ inch(es) in diameter and greater. Remove crossing limbs and water sprouts. No more than ___ % of live crown to be removed.
- Structural pruning – young tree:** Remove or reduce co-dominant stems in young trees to provide dominant leader. Establish desired branch spacing of 18 inches to 24 inches. Remove ___% of live crown to accomplish goals. Where there is included bark as part of the co-dominant condition, preference will be given to the removal of one side, but only if such removal will not destroy the aesthetic value of the canopy or remove more than 40% of the foliage.
- Structural pruning – mature tree** (larger than 12 inches in diameter at breast height [DBH]): No live branches greater than 8 inches in diameter shall be removed from the tree.
 - Weight on main scaffold limbs with included bark shall be reduced by approximately one-third by removing some secondary branches toward the ends of the limbs and/or by removing the end of the branch using a drop-crotch cut.
 - Reduce larger co-dominant stems using drop-crotch and thinning cuts on all stems except the most dominant leader. Remove branches growing toward the center and leave those that are oriented outward.
 - Removal of dead and broken limbs in crown.
 - _____
- Thinning:** If other scheduled pruning does not exceed 20% of live canopy removal, thin the canopy to allow more light and air penetration into the canopy. The foliage removed shall be taken primarily from the outer edge of the canopy, not from the interior. Interior branches shall be left on the tree. No removal of water sprouts from the interior of the tree.
- Cleanup:** All debris and equipment shall be removed from the site by the end of each workday.
- Note:** Photo documentation, although not required, is an excellent way to show, visually, the extent of your tree work before and after pruning.

FIELD NOTES

(Official Use Only)
