Pre-Submittal Conference - Tree Retention Plan Checklist

When preparing for a pre-submittal conference, please use this checklist to ensure the City can provide detailed information and guidance on allowable tree removal. The purpose of this process is to provide a high level of certainty to applicants on acceptable tree removal at the pre-submittal stage. If new information or inaccurate information was provided that differs from the materials reviewed during the pre-submittal conference, then the City's preliminary tree removal determination may be subject to change. The City highly recommends submitting the following information for discussion at the pre-submittal conference to yield a high level of certainty; however, this information is not required for a pre-submittal meeting.

In addition to the below documents, it is recommended that applicants review and submit the High Retention Value Tree Checklist prior to scheduling a pre-submittal conference with the City. This document is optional for pre-submittal conferences but will be **required** during the building permit submittal.

Key Definitions

Regulated Tree: A tree that is at least six inches DBH that is not listed on the Prohibited Plant List.

Landmark Tree: A regulated tree with a minimum 26-inch DBH.

Grove: A group of three or more viable regulated trees with overlapping or touching crowns that are located on a proposed development site; one of which is located in a required yard.

Critical Root Zone (CRZ): The area encircling the trunk of a tree equal to one foot radius for every inch of DBH. Example: a 24-inch DBH tree has a 24-foot radius CRZ measured from the face of the trunk.

Inner Critical Root Zone: An area half the distance of the CRZ that, when impacted, may compromise the structural integrity of the tree. Example: a 24-inch DBH tree has a 12-foot radius inner critical root zone measured from the face of the trunk.

Tree Protection Zone (TPZ): A defined area within and including an outer boundary, as determined by a qualified professional arborist, in which certain activities are prohibited or restricted to prevent or minimize potential impacts from construction or development, applicable to individual trees or groups of tree trunks, roots and soil. TPZ is measured in feet from the face of the trunk and may be determined using critical root zone, dripline, exploratory root excavations or other methodologies. The TPZ is variable depending on species, age and health of the tree, soil conditions and proposed construction. TPZ denotes the location of tree protection fencing.

High Retention Value (HRV): The Planning Official's designation of a tree based on information provided by a qualified professional arborist that is one of the following:

1) Grove
2) Landmark tree
3) A viable tree with any portion of the trunk located in a required yard, land use buffer, and/or common open space

Diameter at Breast Height (DBH): The diameter or thickness of a tree trunk measured at 4.5 feet above average grade.

Qualified Professional Arborist: An individual with relevant education and training in arboriculture or urban forestry, having two or more of the following credentials:

- International Society of Arboriculture (ISA) Certified Arborist;
- Tree Risk Assessor Qualification (TRAQ) as established by the ISA (or equivalent);
- American Society of Consulting Arborists (ASCA) registered Consulting Arborist;
- Society of American Foresters (SAF) Certified Forester for Forest Management Plans;
- Board Certified Master Arborist as established by the ISA.

Use the Find an Arborist Tool to research qualified professional arborists.

Viable Tree: A regulated tree on proposed development sites that fits the viable criteria in Table 95.30.2 based on the tree condition ratings pursuant to KZC 95.30. A tree that is not viable is also a tree in an area where removal is unavoidable due to the anticipated development activity after having applied the provisions in this chapter.

General Submittal Documents

☐ **Preliminary Site Plan including Proposed Improvements & Modifications to Existing Infrastructure** (including approximate building footprint(s), proposed access, driveway(s), expected utilities including stormwater detention, right-of-way improvements & required yards)

☐ **Boundary and/or Topographic Survey** (must be stamped and signed by the licensed surveyor; accurate regulated tree locations must be identified within the project limits and within 30 feet of the limits of disturbance). See the **City of Kirkland Survey Policy**. Alternate methods for identifying regulated tree locations may be submitted in lieu of a professional survey for existing residential lots where no subdivision, short plat, or multifamily development is proposed. This may include measuring the locations of regulated trees from existing landmarks (such as buildings and fences) and proposed improvements.

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Tree Retention Plan Documents

☐ **Existing Trees** (the numbering system used in the preliminary tree inventory table and site plan must be consistent). It is preferred that the tree inventory be conducted and prepared by a Qualified Professional Arborist to avoid future delays due to inaccurate information. See the City's Example Tree Inventory Table.

- Regulated Trees ≥ 6" Diameter at Breast Height (DBH) on site
- Regulated Trees ≥ 6" DBH that have Critical Root Zones (CRZs) extending onto the subject property. Tree locations and sizes may be estimated if the applicant does not have access to the adjacent property.
- All regulated trees in the adjacent public right-of-way, regardless of DBH
- Document tree species and size (DBH). Viability analysis per KZC 95.30(3)(c) is recommended to obtain an accurate understanding of the retention value of existing trees.
- Proposed CRZ specified in feet from the face of each trunk. Dripline is an accepted method for the preliminary determination of the tree protection zone (TPZ) except in cases where the dripline does not represent the root zone due to tree form. For example, Lombardy Poplar trees have a compact canopy that does not reflect the location of structural tree roots.
- Identification of all High Retention Value trees, including Landmark Trees and Groves

☐ **Preliminary Proposed Tree Actions** (indicate tree # on site plans)

- Location of regulated trees on-site. See general submittal documents above for tree location requirements.
- Approximate location of regulated trees on adjacent properties
- Trees labeled corresponding with preliminary tree inventory
- Trees proposed to be preserved clearly noted
- Trees proposed to be removed, marked with an **'X'** or ghosted out
- High Retention Value trees, including Landmark & Grove trees, denoted with unique identifier
    - Example: Note 'L' or 'G' before Tree # (e.g., L-45, G-22)

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Recommended Pre-Submittal & Permitting Sequence

Step–1 - Review Pre-Submittal Conference - Tree Retention Plan Checklist for recommended documents. Pre-submittal conferences are optional to applicants but are highly recommended to streamline the permitting process.

Step–2 - Assess existing trees

1. Applicant submits a preliminary tree inventory table, preferably prepared by a Qualified Professional, to assess the condition of existing regulated trees and presence of High Retention Value Trees on-site.

Step–3 - Preliminary design

1. Applicant submits a preliminary design, including house layout, access, and utilities that will prioritize tree retention in compliance with KZC 95.
2. Provide preliminary plans to the applicant's arborist to comment on retention feasibility.
3. For High Retention Value (HRV) trees, explore development standards in KZC 95.30(4) or (5), as applicable, to support retention; and fill out the High Retention Value Tree Checklist if desired.
4. Pre-submittal conference - Meeting to review preliminary design (both the project arborist & City arborist should attend if feasible as well as Public Works if the project involves site or frontage engineering constraints) and discuss proposed removal of High Retention Value (HRV) trees. At this time, the City will discuss whether the plans meet KZC 95 standards and whether additional site plan alterations, arboriculture practices, and/or variations to development standards in KZC 95.30 should be explored prior to permit submittal. Applicant may request on-site meeting with applicant, project arborist, Planning Official, City arborist, and Public Works engineer if the project involves site or frontage engineering constraints, pursuant to KZC 95.30(7), in addition to standard pre-submittal conference.

Step 4 – Permit application submittal

1. Review the City's Tree Retention Plan Checklist.
2. Prior to submittal, provide final plans to project arborist to prepare an Arborist Report with specific tree protection recommendations during construction. See the City's Guide to Arborist Reports.
3. Provide the mandatory High Retention Value Tree Checklist explaining site constraints that do not support retention of High Retention Value (HRV) trees after exploring development standards in KZC 95.30(4) or (5), as applicable.