



CITY OF MEDINA

HAZARDOUS TREE DESIGNATION INSTRUCTIONS

PROCESS:

Step 1 - Complete and submit the hazard tree designation application to City Hall. A hazardous tree designation is decided by the City Arborist. The application is reviewed to verify information and identify if additional information is required.

Step 2 - City staff will contact the City Arborist and City Arborist will schedule a date to conduct a site visit.

Step 3 - City Arborist completes the assessment of the tree(s), prepares a report and delivers the report to the city. The city will send a copy of the report to the applicant. The City Arborist may authorize hazard pruning to mitigate a high risk rather than removing the entire tree, if feasible. If the city arborist assesses a tree to have a high or extreme risk and risk mitigation through pruning or moving of potential targets is not feasible, the City Arborist shall designate the tree a hazard tree.

Step 4 - The property owner may remove a hazardous tree, but a tree activity permit must be submitted in conjunction with the hazard tree removal.

Step 5 – Submit a tree activity permit for the removed tree. The property owner is required to provide mitigation pursuant to the requirements in MMC chapter 20.52 or 20.66.

FEES:

The fee will cover up to three (3) tree risk assessments. Please call the Development Services Coordinator for the most current fees - (425) 233-6414.

SUBMITTAL REQUIREMENTS:

A hazardous tree designation submittal package includes one of the following:

Completed application form, pages 3 and 4, attached.

Site plan or property aerial image from King County Parcel Viewer) with the following items indicated:

- The subject tree(s) circled
- Property boundaries, buildings which the tree(s) could strike, and parking areas;

Proof of property ownership.

[optional] Photographs of the tree(s) (helpful to show the tree in context)

[optional] Tie ribbon or some indicator on the tree

APPEALS:

Appeals are pursuant to MMC 20.80.230 and shall be submitted in writing to the City Clerk. Appeals of an administrative decision are heard by the hearing examiner at an open-record hearing where parties can submit new evidence to support their appeal. Notice shall be given to all parties of record on the date, time and place of the appeal hearing.

BACKGROUND:

Chapter 20.52 of the Medina Municipal Code (MMC) requires property owners to obtain a tree removal permit and to provide tree replacement mitigation for the following:

- Removal of any tree on private property that has a Diameter Breast Height (DBH) of 6 inches or more and is documented as a significant tree species by the city.
- Removal of any tree on private property that has a DBH of 6 inches or more and is documented as a significant tree species by the city where the tree removal is part of a new development or reconstruction.
- Removal of trees on public property or within the city right-of-way by a private property owner.
- Removal of trees within a shoreline setback by a private property owner.

HAZARD TREE DEFINITION:

A tree is defined as hazardous when it is assessed as a high to extreme risk rating using the International Society of Arboriculture (ISA) tree risk assessment methodology in its most current form. This assessment can only be performed by the City Arborist per MMC 20.52.200. The city arborist is an ISA certified arborist with the Tree Risk Assessment Qualification (TRAQ).



CITY OF MEDINA APPLICATION FOR HAZARDOUS TREE DESIGNATION

501 Evergreen Point Road, Medina, WA 98039
(425) 233-6400 / fax (425) 451-8197 / www.medina-wa.gov

General Information:			
Property Address:		Application Number: (shaded areas completed by city)	
Received by:	Date Received:	Fee:	Receipt #
Applicant Information:			
Name		Contact Phone:	
Mailing Address:		Mobile Phone:	
City:	State:	Zip:	Email:
Legal Property Owner Information (if different than applicant)			
Name(s):		Phone:	
Mailing Address:		Email:	
City:	State:	Zip:	
List trees for which "hazardous tree designation" is requested (the tree number should correspond to that shown on the site plan):			
Tree Number	Tree Type / Species	Approximate Tree Diameter 54" Above Ground Level*	Reason for requesting the hazardous tree designation:
#1			
#2			
#3			

* For trees with multiple stems at 54" above the ground level, measure diameter below the multiple stems; if the multiple stems emerge from ground but are likely one tree, measure each stem at 54" above the ground level, square each stem, sum all the squares and square root the sum.

Additional Comments (history of failures from the subject tree(s) or nearby trees, conks, etc.):

I certify under the penalty of perjury that I am the owner of the above property or the duly authorized agent of the owner(s) acting on behalf of the owner(s) and that all information furnished in support of this application is true and correct.

Additionally, I hereby grant permission for the City Arborist to enter my property to evaluate the tree(s) for a hazardous designation.

Signature _____ Owner Agent Date _____

Signature _____ Owner Agent Date _____