City of MEDINA WASHINGTON

DEVELOPMENT SERVICES

501 EVERGREEN POINT ROAD MEDINA, WA 98039
PHONE: 425-233-6414/6400

ADMINISTRATIVE TREE ACTIVITY WORKSHEET

T-01

Complete this form for the following:

- The property is designated as under development regardless of whether a tree is removed (MMC 16.52.060)
- Removal of any significant tree on private property having a 6-inch DBH and larger size, but less than 36 inches DBH
- Removal of any non-significant tree on private property within 200 feet of the shoreline having a 6-inch DBH and larger size
- Removal of a hazard tree from a city right-of-way

☐ New Application ☐ Supplemental	*Staff Only*	Date Received:	By:	Permit No.

Property Information

Property Address:	**Check if tree is located:** ☐ Within 200 feet of shoreline
Tax Parcel No.	☐ Within a critical area (Ch. 16.50 / 16.67 MMC)

Legal Property Owner Information

Name:	Email:
Mailing Address:　　　　　　　　　City　　　State　　　Zip	Phone:

Contact/ Agent Information

Name:	Email:
Address:	Phone:
Contractor Information	Email & Phone:

Project Information

Is the lot under development? ☐ Yes　☐ No	**Check One:**	☐ Application is for tree performance standards (attach form T-01a)
Does the lot meet the tree retention requirements of MMC 16.52.090? ☐ Yes　☐ No		☐ Application is for tree restoration standards (attach form T-01b)

Application Submittal Checklist

The following materials are required for a complete application:

Copies	Material to be submitted	Applicant	N/A	City
2	This form completed…………………………………………………………………	☐	☐	☐
1	Proof of ownership……………………………………………………………..	☐	☐	☐
1	Declaration of Agency…………………………………………………………..	☐	☐	☐
2	Completed T-01a form if performance standards apply (See MMC 16.52.090)…………….	☐	☐	☐
2	Completed T-01b form if restoration standards apply (See MMC 16.52.110) ……………….	☐	☐	☐
2	Tree removal and planting plan (required for tree performance standards)………………….	☐	☐	☐
2	Tree protection measures (required for properties under development)…………………….	☐	☐	☐
1	Critical Areas Report (if applicable)……………………………………………….	☐	☐	☐
1	City Hazard Tree Assessment (if applicable) ……………………………………………	☐	☐	☐

I declare under penalty of perjury that I am the owner of the above property or the duly authorized agent of the owner(s) and that all applicable information furnished in support of this application is true, correct and complete.

Print Name:_____ ☐ Owner ☐ Agent (check one)

Signature:_____ Date:_____

City Use Only

Application Fee:	☐ Check if issued same day as submittal	Planning Approval:	/ /
Tech Fee:		Tree Approval:	/ /
Advanced Deposit:		Final Inspection:	/ /

Instructions: *Complete and attach this form to T-01 for the following:*
- *The property is designated as under development pursuant to MMC 16.52.060*
- *The applicant is using the tree performance standards in MMC 16.52.090*

File No.

☐ **New**
☐ **Revision**

STEP 1:	Inventory existing tree units	Conduct an inventory of all significant trees within the boundaries of the lot.			
No.	**Tree**	**DBH**	**No.**	**Tree**	**DBH**
1			7		
2			8		
3			9		
4			10		
5			11		
6			12		

STEP 2:	Calculate Existing Tree Units	From Table 16.52.090(C): add together the number of significant trees in each range below and multiply by the corresponding value to produce Existing Tree Units.			
A.	Total number of trees at least 6 inches, but less than 10 inches DBH		X 0.50 =		**D. TOTAL EXISTING TREE UNITS (A + B + C)**
B.	Total number of trees 10 inches DBH and larger		X 0.75 =		
C.	Total number of conifer trees 36 inches DBH and larger		X 1.00 =		

STEP 3:	Inventory removed trees	List the significant trees that are proposed for removal. This information will be used in Step 4 and 7 (if applicable).			
No.	**Tree**	**DBH**	**No.**	**Tree**	**DBH**

STEP 4:	Calculate Net Existing Tree Units	To calculate Net Existing Tree Units, add together the number of significant trees in each range below that are proposed for removal and multiply by the corresponding value. Then follow H and I.			
E.	Total number of trees removed at least 6 inches, but less than 10 inches DBH		X 0.50 =		**H. TOTAL TREE UNITS TO BE REMOVED (E + F + G)**
F.	Total number of trees removed 10 inches DBH and larger		X 0.75 =		
G.	Total number of conifer trees 36 inches DBH and larger		X 1.00 =		**I. Net Existing Tree Units (subtract H from D)**

STEP 5:	Calculate Required Tree Units	To calculate Required Tree Units, perform the calculations in J through M.	
Lot Area (sq. ft.)	**Divide J by 1,000**	**Tree Density Ratio** (check one)	**M. REQUIRED TREE UNITS (Multiply K x L)**
J.	K.	L. ☐ 0.40 (residential) ☐ ____Table 16.52.090(B)	(round up)

STEP 6:	Determine if Supplemental Trees are required	Subtract the Tree Units in M from the Tree Units in I. • If the difference is zero or a positive number - stop. No supplemental trees are required. • If the difference is a negative number then go to Step 7.	N.

See Page 2 for Step 7 and for additional inventory tables

| STEP 7: | Calculate Supplemental Trees | • Each replacement of a 24-inch DBH and larger tree requires two supplemental trees with each supplemental tree having a Tree Unit value = 0.5.
• Each replacement of a less than 24-inch DBH tree & each tree that fills a gap requires one supplemental tree with each supplemental tree having a Tree Unit value = 1.0
• Each replacement of a Legacy or Landmark tree requires mitigation pursuant to MMC 16.52.080. The total mitigation for each Legacy or Landmark tree has a Tree Unit value = 1.0
• The total Tree Units of the supplemental trees must equal or be greater than the absolute value of N.
• Tree Units are assigned first to those supplement trees replacing removed trees and in order of largest to smallest tree. |

For replacement of 24-inch DBH and larger tree					For replacement of less than 24-inch DBH/ Fill Existing Gap trees				
No.	Check if Applied	# of Supp. Trees	Proposed # Supp. Trees	Tree Unit	No.	Check if Applied	# of Supp. Trees	Proposed # Supp. Trees	Tree Unit
	☐	2				☐	1		
	☐	2				☐	1		
	☐	2				☐	1		
	☐	2				☐	1		
	☐	2				☐	1		
	☐	2				☐	1		
	☐	2				☐	1		
	☐	2				☐	1		
	☐	2				☐	1		
	☐	Legacy or Landmark Tree				☐	1		
	☐	Legacy or Landmark Tree				☐	1		
O.		Total			P.		Total		

| • Q is the number of supplemental trees required to be planted.
• The Tree Units in R must equal or be greater than the Tree Units in N. | Total from O | | |
| | Grand Totals | Q. | R. |

STEP 1:	Inventory existing tree units					
No.	Tree	DBH	No.	Tree	DBH
13			21		
14			22		
15			23		
16			24		
17			25		
18			26		
19			27		
20			28		

STEP 3:	Inventory removed trees					
No.	Tree	DBH	No.	Tree	DBH

Attach additional sheets if needed.

When a permit is required

Chapter 16.52 of the Medina Municipal Code (MMC) requires a tree activity permit to be obtained from the City for the following:

- When a property is designated as being under development pursuant to MMC 16.52.070;
- When removing a tree on private property and the tree has a diameter breast height of 6 inches or larger and is of a species found on List 1 of the City of Medina List of Suitable Tree Species (Form T-05);
- When removing any tree from the city right-of-way and the tree has a diameter breast height of 6 inches or larger;
- When pruning a tree located on the city right-of-way that involves removing limbs larger than 3-inch diameter, removes more than 25 percent of the natural canopy of the tree; or endangers the life of the tree; and
- When removing a tree located within 200 feet of the Lake Washington shoreline.

The following activities associated with trees are exempt from obtaining a tree activity permit:

- Normal and routine trimming, pruning and maintenance of trees that follows ANSI standards;
- Trees that are no longer alive, or are in an advanced state of decline (insufficient amount of live tissue exists to sustain the tree), where the city determines that the tree died from naturally occurring causes; and
- Emergency tree removals provided the city is notified within seven days of the removal, and the tree removal qualifies as an emergency removal.

Types of Tree Activity Permit Applications

An application for a tree activity permit are categorized according to the following:

- Administrative Tree Activity Permits decided by the Director (See Form T-01).
- Administrative Right-of-way Tree Activity Permits decided by the Director (see Form T-02) following public notice.
- Non-administrative Right-of-way Tree Activity Permits decided by the Hearing Examiner (see Form T-03) following public notice and a public hearing.
- Non-administrative Tree Activity Permits decided by the Hearing Examiner (see Form T-04) following public notice and a public hearing.
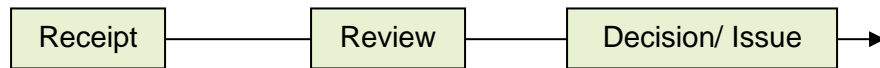
Tree Activity Permit Approval Process

ADMINISTRATIVE TREE ACTIVITY PERMIT:

An application for an administrative tree activity permit is a ministerial action requiring a simple review that the tree mitigation complies with the municipal code. The City has two categories of administrative tree activity permits: (1) requires an applicant to meet the restoration standards in MMC 16.52.110 by planting one, two or three trees depending on size of the tree being removed; and (2) requires an applicant to meet the performance standards in MMC 16.52.090 by having a

minimum number of tree units on the property. City staff or the City's tree consultant will review the application and will approve the application if the applicable standards are met.

Diagram of Process:
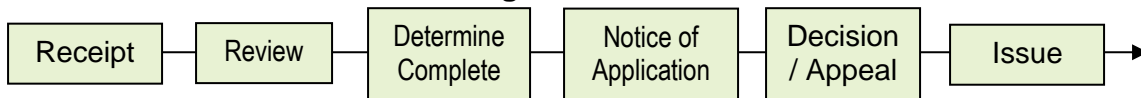
Receipt — Review — Decision/ Issue →

ADMINISTRATIVE RIGHT-OF-WAY TREE ACTIVITY PERMIT:

An application for an Administrative Right-of-way Tree Activity Permit is an administrative discretionary decision having a public noticing component. Staff makes a preliminary review to verify information and identify if additional information is required. City staff or the City's tree consultant will review the application for completeness and issue a notice within 28 days of receipt. If the application is found to be complete, a Notice of Application will be sent to you and your neighbors within a distance prescribed by the municipal code and a notice posted on the tree or trees in question within 14 days after the application is determined complete. The Notice of Application will contain a 14 to 30-day public comment period to allow for written comments to be submitted on the application. Following the conclusion of the public comment period, the City will review written comments received and, if comments are substantive, the proposal may be required to be revised or conditions added. A decision is issued and following a 14 day appeal period, if no appeal is filed, a permit can be issued. Appeals are to Medina Hearing Examiner.

The process can take up to 148 days to complete from the date the application is submitted to City Hall. However, incomplete applications and requests for additional information will increase the review time.

Diagram of Process:

Receipt — Review — Determine Complete — Notice of Application — Decision / Appeal — Issue →

NON-ADMINISTRATIVE TREE ACTIVITY PERMITS & RIGHT-OF-WAY TREE ACTIVITY PERMITS:

An application for a Non-administrative Tree Activity Permit to remove a significant tree with a DBH of 50" or greater, or a Non-administrative Right-of-way Tree Activity permit is a quasi-judicial decision having the same procedural requirements as an Administrative Right-of-way Tree Activity Permit, except a public hearing is added to the process. Notice for the public hearing is sent at least 15 days before the hearing date to the same property owners as the Notice of Application. Additionally, notice is sent to any party that provides a written request to receive such notices and any party that comments on the Notice of Application who may not have previously received notice.

At least one week prior to the public hearing, the staff report with recommendations will be provided to the applicant and made available to the public. The public hearing is held by the Medina Hearing Examiner. Hearing Examiner meetings are normally held the third Wednesday of each month at Medina City Hall. The Hearing Examiner will issue a decision within 10 working days of the conclusion of the hearing, unless a longer time is announced at the hearing. A copy of the decision is transmitted to the applicant and any other parties of record.

If the Hearing Examiner grants approval, the City will issue a permit following conclusion of the appeal period. The appeal period lasts 21 days and is to King County Superior Court.

Diagram of Process:

Receipt — Review — Determine Complete — Notice of Application — Notice of Hearing — Decision / Appeal — Issue →