



## CAP-TRVM: Critical Area Tree Removal / Vegetation Maintenance Permit Guide Submittal Checklist and Directions

This document serves to provide guidance on the submittal requirements for a CAP-TRVM permit type and isn't necessarily required to be submitted with a permit application. A CAP-TRVM permit is required for removal of significant trees from within Aquifer Recharge Protection Areas (ARPAs) and for certain pruning requests and removal of any sized tree from within applicable critical areas: stream buffers, wetlands, wetland buffers, and geologically hazardous areas.

When applicable, the following completed documents must be submitted through the [Online Permit Center](#) under a Critical Area Tree Removal / Vegetation Maintenance (CAP-TRVM) permit type to be considered an application submission:

### **Land Use Application: Required**

[Click here](#) to be directed to a fillable and downloadable version of the Land Use Application Form. Fill out all the contact and project information, then sign and date the Statement of Affirmation section at the bottom of page two. This form can also be used by the property owner to designate an Authorized Agent for the permit application.

### **Site Assessment Review (SAR) Application: Required**

[Click here](#) to be directed to a fillable and downloadable version of the SAR Application form. Tree removal projects that result in less than 7,000 square feet canopy coverage loss are exempt from SAR, but the form must still be filled out.

#### Page 1:

Fill out the Project Information and Contact Information sections. The checkboxes within the SAR Exemptions section likely don't apply, but take note of the bold print at the bottom of the page.

#### Page 2:

- Project Scope:
  - New Plus Replaced Hard Surface Areas (Square Feet): **“Not Applicable” for vegetation-only projects.**
  - Total Area of Construction, Clearing, Grading or Development Activity:  
**See “Methods of Calculating Tree Canopy Area for a SAR Form” at the bottom of this document.**
  
- Project Minimum Requirements:
  - If under 7,000 square feet canopy coverage is proposed for removal, check the first of the three boxes.
  - If over 7,000 square feet canopy coverage is proposed for removal, use the “Flow Chart for Determining Requirements for Redevelopment” on page four of the SAR Application Form to determine which of the other two boxes to check.

\*Note: An area of 7,000 square feet is approximately equal to an 83.7-foot by 83.7-foot square or a circle approximately 94.4 feet across.
  
- Signature: Date and Sign.

### **Site Plan: Required**

This should clearly depict: North arrow, property lines, buildings on site, location of trees of interest, and location of any required replanting. This can be hand drawn or digitally produced.

### **Mitigation Plan: Required**

Tree removals from within critical areas require a mitigation plan with replanting at a general rate of two native replacement trees per tree proposed for removal (2:1) or three smaller-at-maturity native replacement trees per tree proposed for removal (3:1). The approved mitigation will be conditioned and inspected before finalizing the CAP-TRVM permit.

### **Arborist Report: Probably Required**

Hazard tree removal permit requests require an arborist report from an ISA Certified, Tree Risk Assessment Qualified (TRAQ) Arborist. The report shall include a replanting plan for replacement trees – see [Mitigation Plan](#) below. Permit requests for vegetation activities beyond the exemption thresholds provided by BIMC 16.20.090.B may also require an arborist report or a report from a similarly qualified professional. Contact the City Arborist to confirm your project's needs.

### **Geotechnical Report: Possibly Required**

Some tree removal permits may require a geotechnical report if geologically hazardous areas are present on site. Geotechnical reports must explicitly address the expected effects of the proposed vegetation activities.

### **DNR Forest Practice Permit: Probably Not Required**

Clearing, harvesting, or land conversion projects may require a Forest Practices Permit (Class IV) from the Department of Natural Resources (DNR). This is always required if timber is being sold resultant of arboriculture operations. A [SEPA checklist](#) must be completed before applying for the Forest Practices DNR permit.

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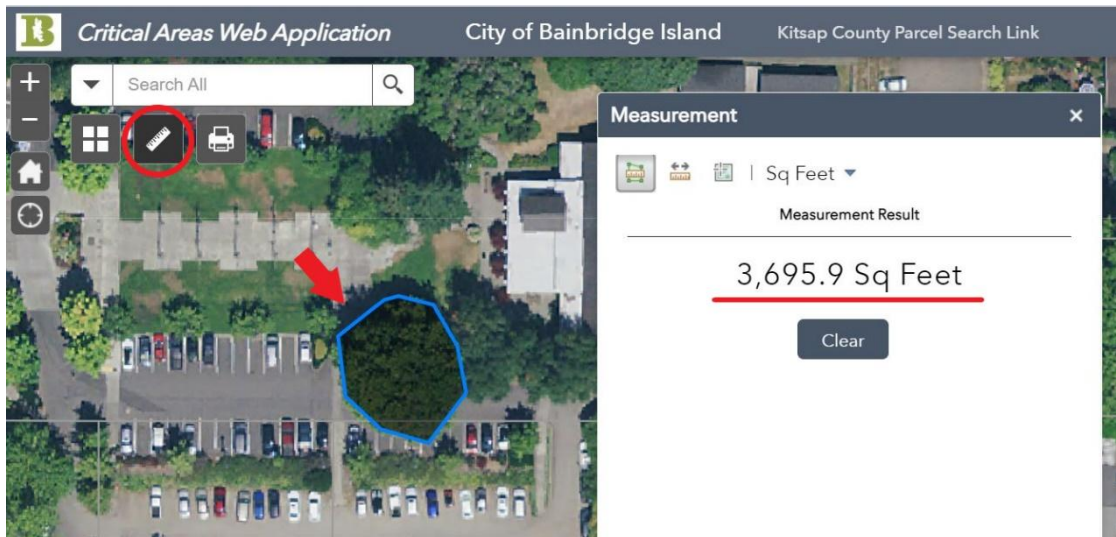
### **Additional Resources:**

- City Arborist: Rob Reed; [rreed@bainbridgewa.gov](mailto:rreed@bainbridgewa.gov); [arborist@bainbridgewa.gov](mailto:arborist@bainbridgewa.gov); (206) 867-7984
- [COBI Critical Areas GIS Map](#): Tool for exploring critical areas and more
- [Bainbridge Island Municipal Code](#): Resource to look up Bainbridge Island regulations
- [Single Family Residence Shoreline Mitigation Manual](#): Contains a list of native species with cultural requirements to assist with creating a mitigation/replanting plan

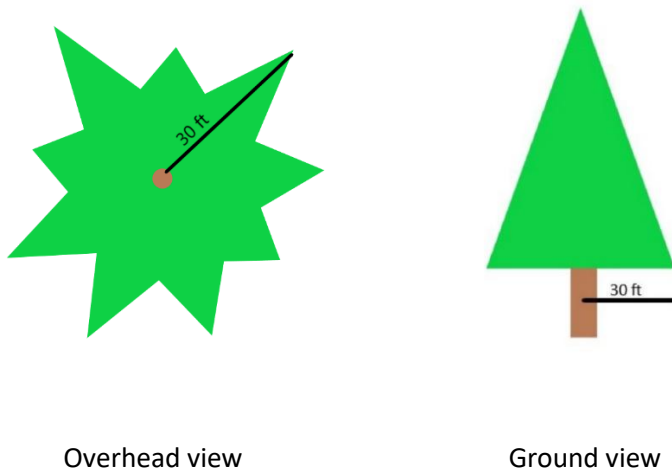
## Methods of Calculating Tree Canopy Area for a SAR Form:

The primary goal is to determine if the proposed project exceeds 7,000 square feet of canopy coverage loss. Any of the following three measurement methods may be used to determine how much canopy coverage is proposed for removal:

- 1) Talk to your consulting arborist. An estimated area of canopy disturbance can be included in an arborist report/letter.
- 2) Use the measuring tool within the [COBI Critical Areas GIS Map](#) to draw a polygon around the proposed vegetation removal.



- 3) Take multiple measurements of the distance between the tree's trunk and the edge of its canopy, calculate the average measurement, then calculate the area of a circle ( $\pi r^2$ ) using that average radius.



### Example:

- Multiple measurements from a tree's trunk to its canopy's edge: 30', 40', 20', 30'
- Average measurement:  $(30' + 40' + 20' + 30') / 4 = 30'$
- $\pi (30')^2 = 2,827$  square feet