



LMT: Landmark Tree Removal Permit Guide

Submittal Checklist and Directions

This document serves to provide guidance on the submittal requirements for an LMT permit type and isn't necessarily required to be submitted with a permit application. An LMT permit is required for any Landmark tree removal request, whether associated with construction or located within applicable critical areas, their buffers, and/or the shoreline jurisdiction. The Landmark Tree Ordinance (BIMC 16.32) **does not** apply to properties zoned R-0.4, R-1, or R-2. A Diameter at Standard Height (DSH) size threshold guide can be found at the bottom of this document to help property owners determine if their tree meets the Landmark tree size threshold.

Landmark trees may be permissible for removal if necessary to enable construction on or reasonable use of a property, and no other alternative is feasible; the removal is necessary to fulfill the terms of an easement or covenant recorded prior to the adoption of the Landmark Tree Ordinance; or the tree is determined by an ISA certified, Tree Risk Assessment Qualified (TRAQ) arborist to have a High or Extreme tree risk rating. See BIMC 16.32.030.D.

When applicable, the following completed documents must be submitted through the [Online Permit Center](#) under a Landmark Tree (LMT) 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.

Arborist Report: Probably Required

Whether a Landmark tree is proposed for removal to allow for construction or because it's hazardous, most Landmark tree removal permit requests require an arborist report from an ISA Certified, Tree Risk Assessment Qualified (TRAQ) arborist. The report must either address the risk posed by the tree or its incompatibility with proposed construction. If a Landmark tree stands directly within the footprint of a proposed structure, an Arborist Report likely won't be required.

Mitigation Plan: Probably Required

If the removal of a Landmark tree of interest is necessary to enable construction on or reasonable use of the property, and no other alternative is feasible, mitigation is required in accordance with BIMC 16.32.030.E-F. The approved mitigation will be conditioned and inspected before finalizing the LMT permit.

The quantity of replacement trees is calculated by multiplying the DSH of the subject Landmark tree by 0.5 to establish the number of replacement inches. The total number of replacement trees is determined by the total caliper inches of replacement trees equaling or exceeding the required tree replacement inches. In lieu of planting entirely replacement trees, an applicant may satisfy the tree replacement requirements by planting at least three replacement trees and contributing to the Bainbridge Island tree fund at a rate of \$500.00 per each replacement inch not accounted for in the planting of replacement trees.

Example: A 48" DSH Douglas Fir is proposed for removal from a parcel zoned R-4.3 because the property owner has submitted a permit application to build a garage directly in its place. Some examples of how the property owner may mitigate for this proposed Landmark tree removal include:

- 1) Replant with twenty-four 1-inch caliper trees at time of plant installation.
- 2) Replant with twelve 2-inch caliper trees at time of plant installation.
- 3) Replant with ten 2-inch caliper trees at time of plant installation and pay \$2,000 into the tree fund.
- 4) Replant with three 3-inch caliper trees at time of plant installation and pay \$7,500 into the tree fund.

A mitigation plan will also be required if a hazardous Landmark tree overlaps with any other regulation that requires mitigative replanting (e.g. Critical Areas, Tree Units).

Project Narrative: Possibly Required

If the Landmark tree of interest is proposed for removal to allow for construction, please submit with the associated Land Use / Building permit application(s) a project narrative that outlines and demonstrates why no feasible building alternatives that would retain the Landmark tree exist.

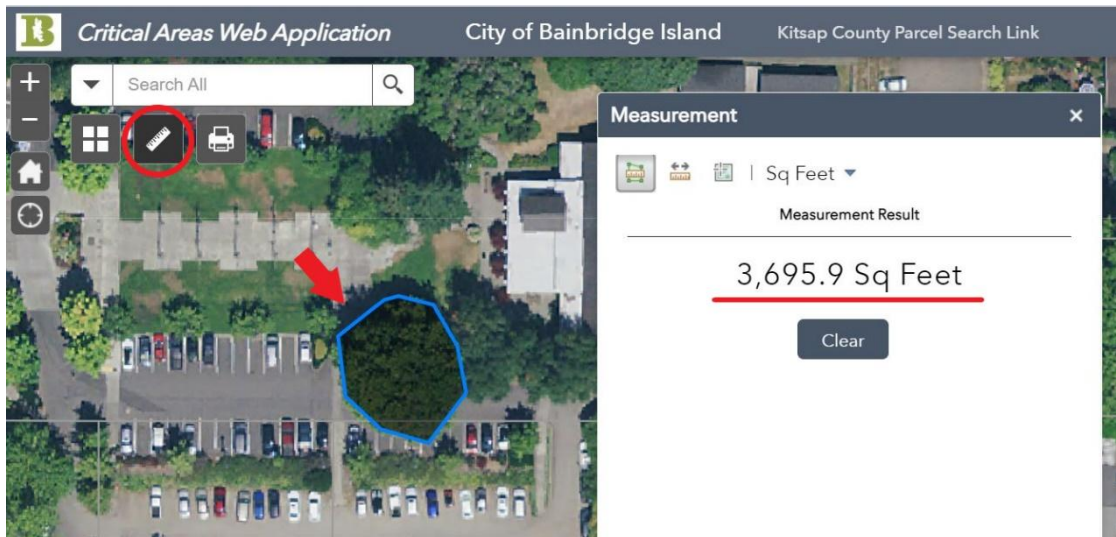
Geotechnical Report: Possibly Required

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.

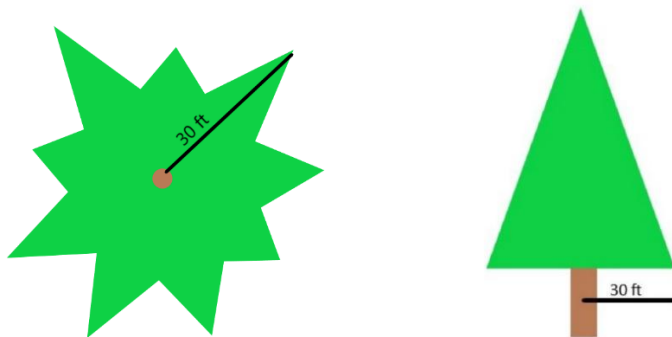
Methods of Calculating Tree Canopy Area for a SAR Form:

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 (πr^2) using that average radius.



Overhead view

Ground view

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

Calculating DSH:

To calculate a tree's diameter at standard height (DSH), start by measuring 4 feet 6 inches from the ground up the tree's trunk. This is the "standard height." At this height, measure the circumference of the tree's trunk in inches. Divide this circumference by 3.14 to get the DSH. If a tree has multiple trunks at standard height, calculate the tree's adjusted DSH by finding the square root of the sum of the squared DSHs of each trunk.

Landmark Tree DSH Thresholds:

Species	Size (Greater than or equal to)	Species	Size
Birch (<i>Betula</i> spp.)	30"	Red Oak (<i>Quercus rubra</i>)	38"
Beech (<i>Fagus</i> spp.)	36"	Ponderosa Pine (<i>Pinus ponderosa</i>)	30"
Catalpa (<i>Catalpa speciosa</i>)	36"	Western White Pine (<i>Pinus monticola</i>)	30"
American Elm (<i>Ulmus americana</i>)	30"	Sitka Spruce (<i>Picea sitchensis</i>)	36"
Douglas Fir (<i>Pseudotsuga menziesii</i>)	40"	Sycamore (<i>Platanus occidentalis</i>)	36"
Grand Fir (<i>Abies grandis</i>)	40"	English Walnut (<i>Juglans regia</i>)	30"
Horsechestnut (<i>Aesculus hippocastanum</i>)	40"	Western Red Cedar (<i>Thuja plicata</i>)	30"
Western Hemlock (<i>Tsuga heterophylla</i>)	30"	Coast Redwood (<i>Sequoia sempervirens</i>)	30"
Lombardy Poplar (<i>Populus nigra</i>)	38"	Japanese Maple	12"
Pacific Madrone (<i>Arbutus menziesii</i>)	24"	Pacific Dogwood (<i>Cornus nautalii</i>)	20"
Bigleaf Maple (<i>Acer macrophyllum</i>)	36"	Atlas Cedar (<i>Cedrus atlantica</i>)	36"
Silver Maple (<i>Acer saccharinum</i>)	36"	Deodar Cedar (<i>Cedrus deodara</i>)	36"
Monkey Puzzle Tree (<i>Araucaria araucana</i>)	36"	Black Walnut (<i>Juglans nigra</i>)	24"
Monterey Pine (<i>Pinus radiata</i>)	30"	Red Maple (<i>Acer rubrum</i>)	36"
Oregon White Oak (<i>Quercus garryana</i>)	30"	Giant Sequoia (<i>Sequoiadendron giganteum</i>)	40"
Pacific Yew (<i>Taxus brevifolia</i>)	20"	Weeping Willow (<i>Salix babylonica</i>)	30"
Pin Oak (<i>Quercus palustris</i>)	30"	Shore Pine (<i>Pinus contorta</i>)	24"
		Port Orford Cedar (<i>Chamaecyparis lawsoniana</i>)	30"
		Cherry (<i>Prunus</i> spp.)	24"

(Or any tree known to be 100 years old or older)

Additional Resources:

- City Arborist: Rob Reed; rreed@bainbridgewa.gov; 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