SCLR: Shoreline Clearing Permit Guide

Submittal Checklist and Directions

This document serves to provide guidance on the submittal requirements for a SCLR permit type and isn't necessarily required to be submitted with a permit application. A SCLR permit is required for removal and certain pruning requests for significant trees located within the Shoreline Jurisdiction – 200' landward of the ordinary high-water mark (OHWM).

Significant trees are evergreen trees 10" diameter at standard height (DSH) or greater, deciduous trees 12" DSH or greater, trees located within the Mixed-Use Town Center and High School Road zoning districts that are 8" DSH or greater, and any tree located within an applicable critical area: stream buffers, wetlands, wetland buffers, geologically hazardous areas, and FEMA flood hazard areas.

When applicable, the following completed documents must be submitted through the Online Permit Center under a Shoreline Clearing (SCLR) permit 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 Affimation 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 single family residential properties within the shoreline jurisdiction require a mitigation plan consistent with the Single Family Residence Shoreline Mitigation Manual. Tree removals from properties of other land use types require a Site-Specific Assessment (SSA). The approved mitigation will be conditioned and inspected before finalizing the SCLR permit.

☐ **Arborist Report: Probably Required**

Hazard tree removal permit requests require an arborist report from an ISA Certified, Tree Risk Assessment Qualified (TRAQ) Arborist. Pruning permit requests may require an arborist report as well, depending on the scope of work. 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.

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
- Shoreline Master Program: Regulations specific to the shoreline jurisdiction and buffer
- Single Family Residence Shoreline Mitigation Manual: Contains a list of native species with cultural requirements to assist with creating a mitigation/replanting plan

Calculating DSH:

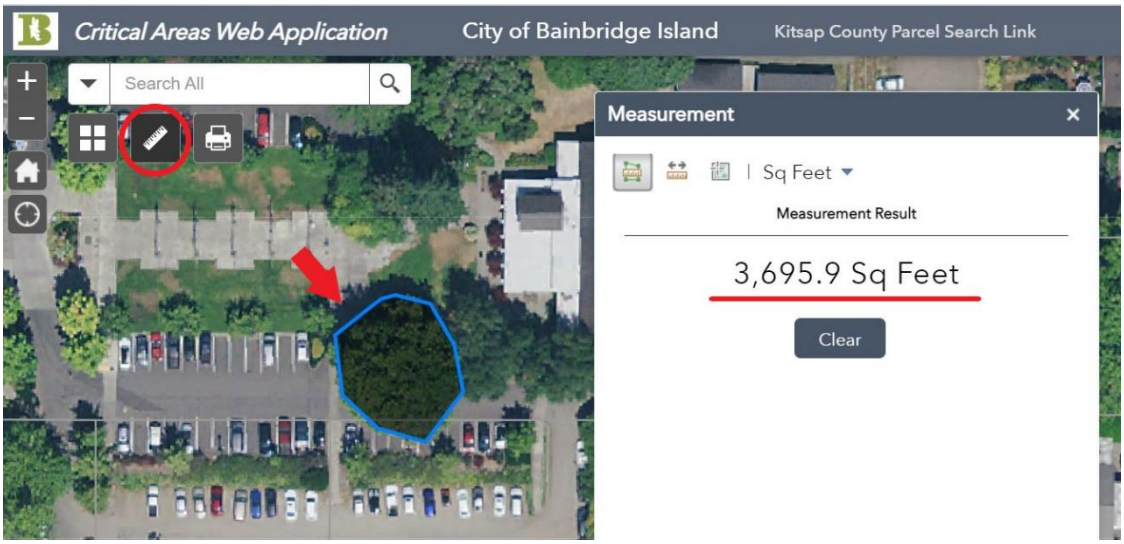
To calculate a tree's diameter at standard height (DSH), start by measuring 4 feet 6 inches from the ground up the tree's trunk. This is the "standard height." At this height, measure the circumference of the tree's trunk in inches. Divide this circumference by 3.14 to get the DSH. If a tree has multiple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

Methods of Calculating Tree Canopy Area for a SAR Form:

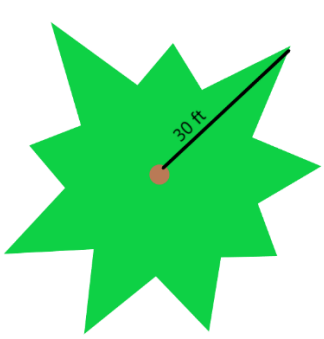
The primary goal is to determine if the proposed project exceeds 7,000 square feet of canopy coverage loss. Any of the following three measurement methods may be used to determine how much canopy coverage is proposed for removal:

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'
- π (30')^2 = **2,827 square feet**