



## TRVM: Tree Removal / Vegetation Maintenance Permit Guide Submittal Checklist and Directions

This document serves to provide guidance on the submittal requirements for a TRVM permit type and isn't necessarily required to be submitted with a permit application. A TRVM permit is required for significant tree removal requests as laid out in BIMC 16.18.050 and is only applicable to significant tree removals located outside of applicable critical areas, their buffers, and/or the shoreline jurisdiction. Significant trees proposed for removal from within these areas require either a CAP-TRVM or SCLR permit. Contact the City Arborist to confirm your project's needs.

Outside of applicable critical areas and their buffers, significant trees are evergreen trees 10" diameter at standard height (DSH) or greater, deciduous trees 12" DSH or greater, and any trees located within the Mixed-Use Town Center and High School Road zoning districts that are 8" DSH or greater. Irrefutably dead trees and trees under these size thresholds aren't considered significant trees.

When applicable, the following completed documents must be submitted through the [Online Permit Center](#) under a Tree Removal / Vegetation Maintenance (TRVM) 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 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: Possibly Required**

Hazard tree removal permit requests require an arborist report from an ISA Certified, Tree Risk Assessment Qualified (TRAQ) Arborist. Other permit requests for tree removals requiring a permit per BIMC 16.18.050 may also require an arborist report or a report from a similarly qualified professional. Contact the City Arborist to confirm your project's needs.

### **Mitigation Plan: Possibly Required**

Depending on a few factors, some permits may require a mitigation plan. The approved mitigation will be conditioned and inspected before finalizing the TRVM permit. Contact the City Arborist to confirm your project's needs.

### **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; [reed@bainbridgewa.gov](mailto:reed@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

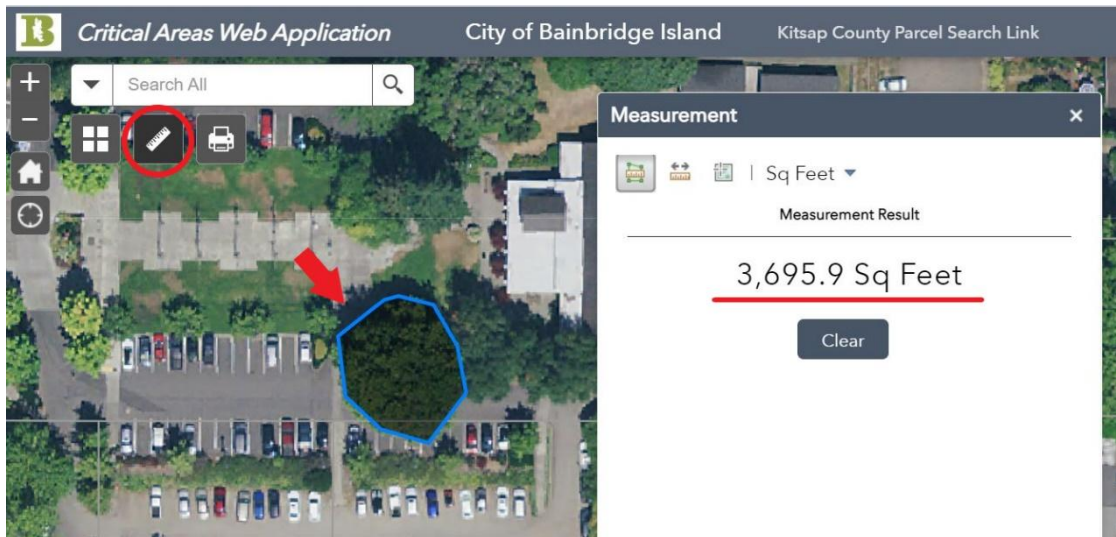
### **Calculating DSH:**

To calculate a tree's diameter at standard height (DSH), start by measuring 4 feet 6 inches from the ground's average grade 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.

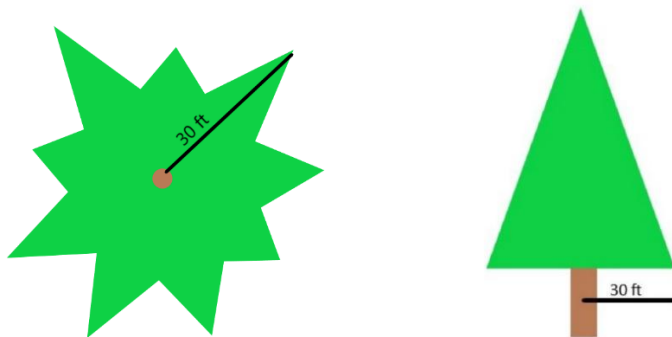
## Methods of Calculating Tree Canopy Area for a SAR Form:

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.



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