



TREE CUTTING AND CLEARING/ CLASS IV FOREST PRACTICES

Planning and Economic Development Department
 200 NE Moe Street | Poulsbo, Washington 98370
 (360) 394-9748 | fax (360) 697-8269
www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

Tree Cutting and Clearing

Poulsbo Municipal Code (PMC) Chapter 15.35 sets forth rules and regulations for tree removal, pruning, cutting, and clearing, establishes the procedures for issuance of permits, and provides for approval of plans, inspections, enforcement, and penalties. Find additional information on Tree Cutting and Clearing [here](#).

When required or determined necessary, the PED Director will consult with the City Arborist. All costs associated with review by the City Arborist shall be the responsibility of the property owner or applicant. A Tree Cutting and Clearing Permit shall be obtained from the City before commencing any activity for which a permit is required, unless specifically exempted in [PMC 15.35.070](#) (see [Tree Cutting and Clearing Request for Exemption](#)). Looking for an arborist to hire for your project? Check out <https://www.treesaregood.org/findanarborist>.

Class IV Forest Practices

The City of Poulsbo assumed jurisdiction over the review and approval of Class IV-General Forest Practices on January 1, 2020. Prior to this date, the Washington State Department of Natural Resources (DNR) was responsible for issuing this permit. A Class IV-General Forest Practices Permit is required when logging operation, which would otherwise be classified as a Class II or Class III Forest practice, occurs on land in an Urban Growth Area (UGA); or on land where an application for development has been or is being submitted. Examples include, but are not limited to, Building permit, Preliminary Plat, Short Plat, and Site Development permit for clearing. Find additional information on Class IV Forest Practices [here](#).

Application is for: <input type="checkbox"/> Tree Cutting <input type="checkbox"/> Clearing <input type="checkbox"/> Class IV Forest Practice (timber harvest)			
PROJECT:			
Project Address:			
Tax Parcel No.:			
Total square feet of tree cutting and/or clearing?			
Project Description:			
Trees proposed to be removed: <i>(include a separate sheet or attach a site map if needed)</i> <i>Note: this section does not need to be filled out for Class IV General Forest Practice Permit.</i>			
	<i>Tree Name</i>	<i>Location on Property</i>	<i>Reason for Removal</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Is the tree cutting and/or clearing in conjunction with a development project?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, what is the name of the development project?		
If yes, what is file number for the development project?		
Have you already completed SEPA Environmental Review for this project?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<i>Note: If this project is associated with a land use permit (subdivision, site plan, etc) and a grading permit is also required, the permits shall be reviewed and issued in conjunction with one another. A tree cutting and clearing permit will <u>not</u> be issued without a grading permit in these circumstances.</i>		
Is the clearing and/or cutting located within a critical area or its associated buffer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is the clearing and/or cutting located within 200 ft of Liberty Bay?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is the clearing and/or cutting located within tree retention easement or tract?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is the clearing and/or cutting located within an open space tract?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is the clearing and/or cutting located within a required landscaping area?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is the clearing and/or cutting located within the right-of-way?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you already cleared and/or removed any trees this calendar year?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, what was the total square footage?		
Is the clearing and/or cutting associated with commercial timber harvesting?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please respond to the questions below under "Class IV Forest Practices"		
CLASS IV GENERAL FOREST PRACTICES		
Are you proposing to harvest more than 5000 board feet of merchantable timber?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, then also answer the following:		
What is the total number of trees to be removed?		
What is the total volume to be harvested and sold (in board feet)?		
What is expected duration of the forest practice activity?		
Proposed start date:	Proposed end date:	
Proposed timber harvest method?		
What is the proposed future use of the land after timber removal?		
Forest Tax Reporting Account number of Timber Owner (if harvesting):		
APPLICANT:		
Name:	Phone:	
Address:		
Email:		
ARBORIST (IF DIFFERENT)		
Name:	Phone:	
Address:		
Email:		
OWNER (IF DIFFERENT):		
Name:	Phone:	
Address:		
Email:		



APPLICATION SUBMITTAL REQUIREMENTS:

The PED Department accepts all applications electronically. Please submit your application online [here](#) or email the materials to plan&econ@cityofpoulsbo.com.

Application Fees and Deposits

Vicinity Map showing the location of the property and surrounding properties

Conditions of Approval Matrix. The matrix shall list each (applicable) condition as written in the approved land use entitlement decision (Site Plan Review, Preliminary Subdivision, etc.), and the applicant's response (if applicable, see attached).

The Tree Survey and Retention Plan Drawings.

The application shall be accompanied with complete plans drawn to 1" inch to 40' scale and produced in such a way as to clearly indicate compliance with all applicable requirements and shall include ALL the information listed below. At least one sheet shall show the proposed project in its entirety (drawn at its appropriate scale).

- Project name and plan date, name and phone number of preparer, north arrow, and bar scale.
- Location of proposed development.
- Any existing improvements on the property including structures, driveways, ponds, and utilities.
- Location of existing and proposed walls and fences, indication of their height and construction materials.
- Elevation at 2' contour intervals for grades 0-10% and at 5' contour intervals for grades more than 10%.
- Critical areas as indicated in PMC 16.20, located on or within 300' of the property.
- General location, type, range of size, and condition of all trees including the species, size and accurate location of all trees having a trunk diameter of at least six inches or more measured at diameter at breast height.
- Identification of all trees and groundcover proposed to be removed.
- Identification of tree protection provisions for areas not subject to the tree cutting and clearing permit.

Please Note:

- All information shall be legible
- Plans shall be prepared by an appropriately certified professional in the State of Washington

Final Arborist Report

Temporary erosion and sedimentation control plan, including sequence for tree removal and other land-disturbing activities, schedule for installation and removal of all temporary erosion and sediment control measures, including vegetative measures, and outline of the methods to be used in clearing vegetation and disposing of the cleared vegetative matter.

Civil Improvement Plans (if applicable)

Final Landscape Plan per PMC 18.270.020 F and 18.260.060 F (if applicable)

Construction Phasing Plan (if applicable)

Preliminary drainage report including Level One downstream analysis (if applicable)

Any Critical Areas special reports per PMC Chapter 16.20 (if applicable)

Completed SEPA Environmental Checklist (if applicable)

Preliminary Drainage Report, in compliance with the currently adopted Ecology manual, including level one downstream analysis. See PMC 12.02.030 and 13.17.070 (if applicable)

Notarized property owner and/or applicant signature page (attached)

Any other information/documents:



