



TREE CUTTING AND CLEARING PERMIT - CLOSE OUT

Planning and Economic Development Department
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This Close Out Checklist for the Tree Cutting and Clearing Permit has been developed to ensure that all activities have been completed in accordance with the approved plans, permit conditions, and applicable regulations. This checklist serves as a guide for the permittee and the city to verify that all conditions and requirements of the issued permit have been fully met prior to the submission of a Final Plat application and/or prior to receiving Certificate of Occupancy.

Before the permit can be officially closed out, the permittee must verify and document compliance with each checklist item. Please review each item carefully and provide the required documentation and inspections to support the successful completion of the Tree Cutting and Clearing permit.

PROJECT:	
Project Name:	Applicant Name:
Project Address:	Email:
Tax Parcel(s):	Phone:
Tree Cutting and Clearing Permit No.:	
Associated Permits (if applicable):	
Preliminary Plat/Short Plat Permit No.:	
Site Plan Review Permit No.:	
Grading Permit No.:	
Other:	
CLOSE OUT CHECKLIST	
<i>All items listed below are required to be addressed in order to close out the Tree Cutting and Clearing permit. The City reserves the right to request additional information and documents as needed.</i>	
<input type="checkbox"/> Conditions of Approval Response Matrix for all applicable underlying decisions (preliminary plat, site plan, tree cutting and clearing, etc.) with narrative on how each one has been addressed.	
<input type="checkbox"/> Confirmation of a follow-up risk assessment of the tree retention areas conducted by the project arborist and reviewed by the City Arborist.	
<input type="checkbox"/> Revised tree retention plan reflecting any additional removals and replanting (if required)	
<input type="checkbox"/> Notification of any impact or pruning of significant tree roots during construction (if required).	
<input type="checkbox"/> A final "as-built" drawing landscaping plan and irrigation system plan.	
<input type="checkbox"/> Confirmation from project landscaper that all landscaping has been installed per approved plan.	
<input type="checkbox"/> Performance and/or maintenance bond for street trees (request bond form from PED staff).	
<input type="checkbox"/> Maintenance bond for all other landscaping (request bond form from PED staff).	
<input type="checkbox"/> Restoration plan for impacted Critical Areas (if required)	
<input type="checkbox"/> Height Survey (if required)	
<input type="checkbox"/> All items associated with the Grading permit (Engineering Department)	
<input type="checkbox"/> Inspection of the following by PED staff:	
<input type="checkbox"/> Site lighting	
<input type="checkbox"/> Landscaping	
<input type="checkbox"/> Irrigation	
<input type="checkbox"/> Building design elements	
<input type="checkbox"/> Bike racks (if required)	
<input type="checkbox"/> Recreational amenities (if required)	
<input type="checkbox"/> Perimeter fencing (if required)	
<input type="checkbox"/> Permanent tree retention fencing and signage (if required)	
<input type="checkbox"/> Permanent critical area fencing and signage (if required)	
<input type="checkbox"/> Other:	

