



**CITY OF TUMWATER**  
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 (360) 754-4180

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**LAND CLEARING PERMIT  
 Submittal Checklist**

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**APPLICANT INFORMATION** (please print neatly)

NAME OF APPLICANT: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION**

ADDRESS OF PROPERTY (COMPLETE): \_\_\_\_\_

If an activity is proposed to remove more than six trees within three consecutive years, then a complete application shall consist of all items on this checklist unless modified or waived by Staff.

<b>A. APPLICATION FORMS AND REQUIRED COPIES</b>	N/A	Provided	Staff
1. Provide a complete and signed (by owner or authorized representative) application and applicable fee.		<input type="checkbox"/>	<input type="checkbox"/>
2. SEPA checklist, if required, and applicable fee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. One copy Forester's Report, per TMC 16.08.050.C.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Mailing list of the property owners within 300 feet of the exterior boundaries of the tract(s) identified in the application, in MS Word-file format using Avery Mailing Label 5160 template.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. One copy of the proposed drawings.		<input type="checkbox"/>	<input type="checkbox"/>

<b>B. SITE PLANS</b>	N/A	Provided	Staff
1. The site plan(s) shall be on a minimum of 18"x24" to a maximum of 24"x36" sheet(s) drawn to a scale of no more than 1"=20' and no less than 1"=100', unless otherwise approved by the City. The plan(s) shall be a drawing of the entire contiguous parcel(s) showing the following information:		<input type="checkbox"/>	<input type="checkbox"/>
a. General vicinity map.		<input type="checkbox"/>	
b. Date, scale, and north arrow.		<input type="checkbox"/>	
c. Property boundaries, the extent and location of proposed clearing and major physical features of the property (streams, ravines, etc.).		<input type="checkbox"/>	
d. A timeline for implementation and monitoring of the tree protection, and/or replacement plan.		<input type="checkbox"/>	
e. A plan indicating how the site will be re-vegetated and landscaped.		<input type="checkbox"/>	
f. A proposed time-scheduled for land clearing, land restoration, re-vegetation, landscaping, implementation of erosion controls, and any construction of improvements.		<input type="checkbox"/>	
g. Erosion Control Plan: information indicating the method to be followed in erosion control and restoration of land during and immediately following land clearing.		<input type="checkbox"/>	

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B. SITE PLANS (CONTINUED)	N/A	Provided	Staff
h. Tree Inventory: drawn to scale on the preliminary or conceptual site plan: a map delineating vegetation types. Each type should include the following information:	<input type="checkbox"/>	<input type="checkbox"/>	
- Average trees and basal area per acre, by species and six-inch-diameter class. For non-forested areas, a general description of the vegetation present.	<input type="checkbox"/>	<input type="checkbox"/>	
- Narrative description of the potential for tree preservation for each Vegetation type. This should include soils, wind-throw potential, insect and disease problems, and approximate distance to existing and proposed targets.	<input type="checkbox"/>	<input type="checkbox"/>	
- Description of any off-site tree or trees, which could be adversely affected by the proposed activity.	<input type="checkbox"/>	<input type="checkbox"/>	
i. Tree Protection Plan: drawn to a scale on the site plan, grading and erosion control, and landscape plans. It must include the following information:	<input type="checkbox"/>	<input type="checkbox"/>	
- Surveyed locations of perimeters of groves of trees and individual trees to be preserved, adjacent to the proposed limits of the construction. General locations of trees proposed for removal. The critical root zones of trees to be preserved shall be shown on the plans.	<input type="checkbox"/>	<input type="checkbox"/>	
- Limits of construction, and existing and proposed grade changes on site.	<input type="checkbox"/>	<input type="checkbox"/>	
- Narrative description, buildable area of the site, and graphic detail of tree protection, and tree-maintenance measures required for the preservation of existing trees identified to be preserved.	<input type="checkbox"/>	<input type="checkbox"/>	
- Timeline for clearing, grading and installation of tree-protection measures.	<input type="checkbox"/>	<input type="checkbox"/>	
j. Tree Replacement Plan: drawn to scale on the site and landscape plans. The tree replacement plan shall be developed by a licensed Washington landscape architect, Washington certified nursery professional, ISA certified arborist, Board certified horticulturist, qualified professional forester or Washington certified landscaper. It must include the following information:	<input type="checkbox"/>	<input type="checkbox"/>	
- Location, size (including height), species, type (deciduous or evergreen, drought tolerant, etc.), and numbers of trees to be planted.	<input type="checkbox"/>	<input type="checkbox"/>	
- Narrative description and detail showing any site preparation, installation and maintenance measures necessary for long-term survival and health of the trees.	<input type="checkbox"/>	<input type="checkbox"/>	
- Narrative description and detail showing proposed locations of required tree planting, site preparation, installation and maintenance within Critical Root Zones of preserved groups or individual trees.	<input type="checkbox"/>	<input type="checkbox"/>	
- Cost estimate for the purchase, installation and three-year maintenance of trees.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>C. OTHER DOCUMENTS</b>	N/A	Provided	Staff
1. Wetland Report, prepared in accordance with TMC 16.28.140C.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Fish and Wildlife Habitat Protection Plan, prepared in accordance with TMC 16.32.090.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Geologically Hazardous Areas Report, prepared in accordance with TMC 16.20.050	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>D. ELECTRONIC SUBMITTAL</b>	N/A	Provided	Staff
1. Submitting online: <a href="#">Upload</a> documents, naming them with the project address and document name (project address – application, checklist, plans, etc). <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Submitting in person: USB drive containing apps, checklist, plans, reports, etc. as outlined under B and C above, in PDF-file format. Maximum format shall be 300 dpi. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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I verify that the statements contained in this application are true and correct, and that all required documents associated with this application have been submitted.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date