



CITY OF PORT ORCHARD

Permit Center

Office located at 720 Prospect Street
Mailing address: 216 Prospect Street
Port Orchard, WA 98366
(360) 874-5533 • permitcenter@cityofportorchard.us

LAND DISTURBING ACTIVITY PERMIT APPLICATION FOR TREE CUTTING

Incomplete submittals will not be accepted.

1. A land disturbing activity permit (LDAP) for cutting trees is required for any of the following:
 - Trees that are 18" or greater DBH (diameter at breast height).
 - Trees that are located within any potential critical areas.
 - Trees that were installed as part of required landscaping or stormwater infrastructure.
2. A land disturbing activity permit (LDAP) for cutting trees is not required for the following:
 - Danger trees, provided that they are identified by a licensed arborist as damaged, diseased, or a safety hazard due to potential root, trunk, or primary limb failure prior to removal.

The city recommends providing notification and documentation to the Permit Center prior to removal.

1. PROJECT INFORMATION:
<p>Is the project limited to tree cutting? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If you answered yes, continue with this form. For projects that include other work, please use the Minor Land Disturbing Activity Permit Application form or the Major Land Disturbing Activity Permit Application form.</i></p>
<p>Total square footage of tree canopy area to be removed (round up to the nearest whole number): _____ sq. ft.</p> <p><i>For tree cutting activities which remove 7,000 sq. ft. or more canopy, a Stormwater Drainage Permit (SDP) is required in addition to this permit. Use the SDP application form.</i></p>
<p>Total number of trees to be removed: _____</p>
<p>Will significant trees be removed? POMC 20.129 <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Is tree removal proposed within a critical area or critical area buffer? POMC 20.162 <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
2. SUBMITTAL REQUIREMENTS. <i>Check the box for each item included with this application.</i>
<p><input type="checkbox"/> THE MASTER PERMIT APPLICATION FORM with signature(s). <i>One Master form covers all applications that are included with this submittal.</i></p>
<p><input type="checkbox"/> FOUR COPIES: Completed LDAP application for Tree Cutting. (This form)</p>
<p><input type="checkbox"/> FOUR COPIES: Abbreviated Tree Removal Plan. <i>The plan is not required to be prepared by a professional civil engineer.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Plans must be a minimum of 11" x 17". <input type="checkbox"/> Must comply with Site Plan Checklist requirements. <input type="checkbox"/> Show approximate location of the tree(s) to be removed. <input type="checkbox"/> Include the species of tree(s) to be retained and removed. <input type="checkbox"/> Show the diameter at breast height (DBH) of each tree to be removed. <input type="checkbox"/> Relative location of retained trees, buildings and/or improvements within 75 feet of removed trees.
<p><input type="checkbox"/> FOUR COPIES: Site Plan Checklist. Use Form #085 Site Plan Checklist.</p>
<p><input type="checkbox"/> An Electronic Version of all submitted documents, in high resolution Adobe PDF format.</p>
<p><input type="checkbox"/> Application fee: \$60.00 (Per adopted fee schedule. Subject to change.)</p>

See the following page for other documentation that may be required.

3. PROJECT-SPECIFIC SUBMITTAL REQUIREMENTS.

Depending on your project, the following items may be required. Check the boxes that apply.

THREE COPIES: Soils Report if required by the City Engineer.

THREE COPIES: Critical Areas Report.

Required if the project site potentially contains wetlands, streams, steep slopes, critical recharge area, or is within the buffer area.

THREE COPIES: Significant Tree Plan.

Required if removal of significant tree(s) is proposed. See criteria in POMC 20.129.040

Stormwater Drainage Permit Application.

Required if the tree canopy area to be removed is 7,000 sq. ft. or more.

Shoreline Exemption Request or Shoreline Permit Application.

Required if project site is within 200 feet of a Shoreline of the State. Consult the Department of Community Development for requirements specific to your project.

NOTE: *The Washington State Department of Natural Resources (DNR) oversees logging and clearing activities on private land. Timber harvesting may require a state permit prior to commencing work under a city-issued land disturbing activity permit. It is the property owner's responsibility to determine if a DNR permit is required. Information can be found on DNR's website: <https://www.dnr.wa.gov/programs-and-services/forest-practices>*