Print Form

Right-of-Way Tree Work Permit Application

*Refer to TMC 9.18 for Tree Trimming/Removal and TMC 9.19 for Planting Ordinances: Violations may result in Fines** Link here:* TMC Title 9 Public Ways

EverGreen Tacoma

Date:

Please Print or Type

Type of Work: ☐ Removal ☐ Trimming ☐ Planting

Date of Proposed Work (minimum of 7 working days from date of application):

Address of Proposed Work: Zip Code: **984**

Applicant or Contractor

Name: Email:

Address (if different than above):

Phone: Fax:

Property Owner (if different than above)

Name: Email:

Address (if different than above):

Phone: Fax:

Signature of Property Owner or City of Tacoma Representative : **** REQUIRED****

_____ Date: ___/___/_____

Who will perform the work -
Company Name / Property Owner:

Sketch of Site *(only for planting)* - Indicate location of all buildings, streets, sidewalks, trees, and proposed tree planting spaces. Please indicate number of trees, proposed planting spaces and species identification for easy review. Attach a separate sheet
Click this link for an example: Example

Tacoma Business License #:

WA State Contract License #:

Questions?

For Tree Questions call (253) 591-2048 or email trees@Cityoftacoma.org

For Permit Questions, call (253) 591-5030 or email permitplandesk@cityoftacoma.org

Traffic control: The property owner or tree care provider must provide appropriate traffic control during all street tree work operations. Traffic Control Plans are needed for activities in or near the right-of-way where equipment, materials, or people entering or using the street and sidewalk areas could create safety hazards or traffic congestion. Contact Monique Glick at (253) 591-5172 for details or visit www.cityoftacoma.org/evergreentacoma "Permits" section for a copy of the traffic control handbook.

Removal and Replacement

Tree #	Tree # Species	Diameter	Reason for Removal	Replacement Species
1				
2				
3				
4				
5				

Removal Criteria

A street tree removal permit will be granted if the adjacent property owner can sufficiently demonstrate that the public benefit provided by the tree is outweighed by significant tree defects. Trees that are determined by the Urban Forester to be dead, dying, "hazard trees," or "inappropriate species" are automatic candidates for removal.
The following factors shall NOT be considered as criteria for removal of a street tree:

- Obstruction of view (Please call for correct application).
- Potential future damage to public infrastructure or private property, if that damage can be avoided by root pruning, root barriers, or other management strategies.
- The cost of routine tree maintenance (pruning, watering, fertilizing, spraying)
- Normal maintenance activities such as the raking of leaves and flowers and cleaning of gutters
- Hazards that can be controlled or eliminated through appropriate pruning or maintenance

The stumps and roots of trees or shrubs in improved rights-of-ways shall be removed to a point at least 8"-12", where possible, below the top of the adjacent curb or proposed curb grade.
Call 1 800 424-5555 to locate underground utilities at least 48 hours prior to digging.

Trimming

Tree #	Tree # Species	Diameter	Proposed Activity
1			
2			
3			
4			
5			

* Trimming is defined as: pruning branches greater than three inches in diameter, pruning to remain in compliance with Tacoma's Urban Forestry Standards. Trimming **must** be performed according to American National Standards Institute (ANSI) A300 guidelines by an individual or company with a valid state contractor's license, City of Tacoma license and current bonding.

Planting

Planting Space	Overhead Power Lines	Proposed Tree Species (botanical Name)
1	◯ Yes ◯ No	
2	◯ Yes ◯ No	
3	◯ Yes ◯ No	
4	◯ Yes ◯ No	
5	◯ Yes ◯ No	

Trees must be:

- A species on the Approved Street Tree Selection List
- Nursery-grown, at least 1.5" caliper, and Washington Nursery Grade #1
- Maintained through successful establishedment.

Call 1.800.424.5555 to locate underground utilities at least 48 hours prior to digging.

Return permit application to: City of Tacoma Building and Land Use, Permit Counter
By mail or in person: Complete the PDF form, save a copy, and print out.

747 Market Street, Room 345
Tacoma, WA 98402-3769
Fax: (253) 591-5433