



# Building Permit Application

## STREET TREE (ROW)

**CITY OF VANCOUVER**

Submit to: 415 W 6<sup>th</sup> ST ~ Vancouver, WA 98660  
 PO Box 1995 ~ Vancouver, WA 98668  
 Phone (360) 487-7800 Fax (360) 487-7808  
[www.cityofvancouver.us](http://www.cityofvancouver.us)

SCOPE OF WORK	
<input type="checkbox"/> Removal and Replacement	<input type="checkbox"/> Major Pruning
<input type="checkbox"/> Planting/Other	
JOB SITE INFORMATION AND LOCATION	
<b>Job site address:</b>	
Suite/bldg./apt #:	
Project name:	
Tax Assessor Serial Number:	
Nearest intersection if no site address:	
DESCRIPTION OF WORK	
<input type="checkbox"/> <b>APPLICANT</b>	<input type="checkbox"/> <b>CONTACT PERSON</b>
Business name:	
Contact name:	
Address:	
City/State/Zip:	
Phone: ( )	Fax: ( )
<b>E-mail (required):</b>	
<input type="checkbox"/> <b>PROPERTY OWNER</b>	<input type="checkbox"/> <b>TENANT</b>
Name:	
Address:	
City/State/Zip:	
Phone: ( )	Fax: ( )
<input type="checkbox"/> <b>CONTRACTOR</b>	
Business name:	
Contact name:	
Address:	
City/State/Zip:	
Phone: ( )	Fax: ( )
WA State Contractor License #:	

STREET TREE WORK
GENERAL INFORMATION
Refer to VMC 12.04 for Street Tree Ordinance; violations may result in fines or criminal prosecution
Questions? Call (360) 487-8328 or e-mail <a href="mailto:urbanforestry@cityofvancouver.us">urbanforestry@cityofvancouver.us</a>
<b>Return permit application to:</b> <b>By Mail:</b> PO Box 1995 Vancouver, Wa 98668 <b>In Person:</b> 415 W 6 <sup>th</sup> Street Vancouver, Wa 98660 <b>E-mail:</b> <a href="mailto:urbanforestry@cityofvancouver.us">urbanforestry@cityofvancouver.us</a> <b>Fax:</b> (360) 487-8305
TRAFFIC CONTROL
The property owner or tree care provider must provide appropriate traffic control during all street 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. Contract Transportation Services at (360) 487-7729 for details.
Please fill out the following information:
<b>Sketch of Site:</b> Indicate location of all buildings, streets, sidewalks, trees and proposed tree planting spaces. Please number trees and proposed planting spaces for easy identification.
 <b>North</b>
<b>Who will perform the tree work?</b>  _____ (tree care company)
REQUIRED SIGNATURES
Applicant signature:
Print name: _____ Date: _____
Property Owner signature:
Print name: _____ Date: _____

Please select one of the following and enter quantities / information where necessary:

**Removal and Replacement**

Tree #	Tree Species	Diameter (approx.)	Reason for removal	Replacement Species
1				
2				
3				
4				

**Replacement Requirement:** VMC 12.04 requires replanting of one tree for every tree removed. Replacement trees must be:

- a species on the City of Vancouver Approved Street Tree Selection list
- nursery-grown, at least 1.5" caliper, and Washington Nursery Grade #1
- maintained through successful establishment; if replacement tree dies, it must be replanted
- planted on the same site, unless other arrangements are made at the time permit is approved

**Street Tree 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 City Forester to be dead, dying, "hazard trees" or "inappropriate species" are automatic candidates for removal. The following facts shall NOT be considered as criteria for removal of a street tree:

- obstruction of view
- 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 routing 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 shall be removed to a point at least one foot below the top of the adjacent curb or proposed curb grade.

**Call (360) 696-4848 to locate underground utilities 48 hours prior to digging.**

**Major Pruning**

Tree #	Tree Species	Diameter (approx.)	Type of Pruning (Crown Raising, Crown Cleaning, Young Tree Pruning, etc)
1			
2			
3			
4			

**Major pruning is defined as:**

- pruning branches greater than three inches in diameter
- pruning roots, or
- removing greater than 15% of the tree's total canopy.

Major pruning **must** be performed according to American National Standards Institute (ANSI)A300 guidelines by an individual or company with a valid City of Vancouver **Street Tree Worker License** (contact Urban Forestry for current list)

**Planting**

Tree #	Tree Species	Diameter (must be 1.5 inch caliper or larger)
1		
2		
3		
4		

**Call (360) 696-4848 at least 48 hours prior to digging to locate underground utilities.**

EMPLOYEE USE ONLY		
<b>Inspected by:</b>		<b>Date:</b>
<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Denied</b>	<b>Permit valid until:</b>
<b>Comments:</b>		