



TREE REMOVAL PERMIT CHECKLIST

Submit items below by uploading into Portal permit application.

SITE PLAN

Please draw a diagram of the site that includes all existing trees on the site, indicating which you are planning to remove, any buildings on the site, any critical areas, streets/alleys. Please note the DBH (diameter at breast height) of existing trees. The items on the plan shall be shown as:

Attach a diagram of the site that includes:

- Property lines (approximate).
- Existing trees shown as a CIRCLE and DBH (diameter at breast height in inches) next to each tree.
- Trees to be removed shown as an X
- Buildings (house, garage, sheds, etc.).
- Driveway, and/or alley, street, and sidewalk.
- Street names.
- Immediately adjacent Critical areas (wetlands, lakes, ponds, streams, Budd Bay, steep slopes, stormwater pond, protected area, City Park)

Upload digital submittals after application has been submitted on the portal.

** If you want to know if your single-family lot is exempt from permit requirements, please see flow chart below.

**Use the *Tree Unit Calculator* to determine the number of tree units per tree and the total on your parcel.

**If you meet the requirements, go to the Portal Documents under *A Tree Removal Guide*.

1. Fill out, sign the affidavit. Once the Affidavit is complete, submit affidavit AND Site Plan to cpdinfo@ci.olympia.wa.us. This will register the property as being compliant with the exemption from a tree removal permit.

***the Affidavit is ONLY for single family residential properties NOT within an HOA. DO not use this form if your home is within an HOA. Contact the HOA for specific tree removal/replacement requirements.

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