

# UNHEALTHY TREE REMOVAL REQUEST FORM

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## ABOUT UNHEALTHY TREE REMOVAL

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Unhealthy trees are those that are dead or dying (lacking enough live branches or green leaves to sustain life) and not simply dormant, as determined by a certified Arborist.

Unhealthy trees cannot be partially saved or managed through pruning, cabling, or other measures. You are encouraged to partially retain trees through the creation of a snag whenever possible.

Note that properties with critical areas or critical area buffers will need to contact the [Tree Removal Team](#) for more information on what is possible.

## DETERMINING IF YOUR TREE IS UNHEALTHY

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Unless you can show in a photo that the tree is dead, you will need a qualified Licensed Arborist by the International Society of Arboriculture (ISA) to evaluate your tree and provide an arborist report with the following:

- Tree health and condition & if the tree is unhealthy, the reason why
- Recommendations to improve the tree's health, if possible
- If unhealthy & non-recoverable, if the tree can be converted to a snag
- If unable to convert to a snag, a finding that removal is necessary

If the Arborist finds that the tree is unhealthy and should be removed, you will complete and submit this form. Be sure to have the Arborist provide their ISA certification number for the Unhealthy Tree Affidavit.

If the Arborist finds that the tree is healthy but you'd still like to remove it, you will need to complete a [Healthy Tree Removal Permit Application](#).

## APPLICATION REVIEW PROCESS

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Once you submit the Unhealthy Tree Removal Request Form and accompanying documentation, it will be reviewed by staff. If everything looks okay, then the City will provide a receipt of confirmation and you can proceed with the tree removal. Please see [MyBuildingPermit.com](http://MyBuildingPermit.com) for current processing times.

## FEES

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There are no fees for unhealthy tree removal.

### Code Reference

Development Standards - Trees  
[Chapter 21A.37 SMC](#)

### Resources

[Tree Management Webpage](#)  
[Find a Certified Arborist](#)  
[King County iMap](#)  
[Sammamish Property Tool](#)

### Questions?

[Email the Tree Removal team](#)

City of Sammamish  
801 228th Ave SE  
Sammamish, WA 98075  
[www.sammamish.us](http://www.sammamish.us)

# UNHEALTHY TREE REMOVAL REQUEST FORM



## OWNER INFORMATION

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## APPLICANT/REPRESENTATIVE INFORMATION

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

## SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:  
(For example: 02 Site Plan)

- 01. Signed City Application Form (including the Unhealthy Tree Affidavit on page 3)
- 02. Site Plan (see [example](#))
  - Provide a sketch showing the location of tree to be modified/removed and replacement trees
- 03. Arborist Report
  - Must include documentation of the tree(s) conditions and make a recommendation on action.

## ONLINE SUBMITTAL INSTRUCTIONS

- 1** Create an account on [MyBuildingPermit.com](https://MyBuildingPermit.com).  
\_\_\_\_\_
- 2** Select “Apply For Permit” and then select “Sammamish” as the jurisdiction.  
\_\_\_\_\_
- 3** Select the following:

<i>Application Type</i>	<i>Project Type</i>	<i>Activity Type</i>	<i>Scope of Work</i>
Clearing & Grading	Any Project Type	Trees or Vegetation Only	Tree Removal & Pruning
- 4** Complete & save this form before uploading it in the “File Upload” section along with the required submittal documents.

# UNHEALTHY TREE REMOVAL REQUEST FORM



## UNHEALTHY TREE AFFIDAVIT

***NO notary is required for this affidavit.***

The undersigned, being first duly sworn on oath deposes and says:

- A. I am over the age of eighteen (18) years and competent to be a witness herein.
  
- B. I am the property owner of \_\_\_\_\_  
in Sammamish, Washington.
  
- C. I have hired \_\_\_\_\_ as my ISA Certified Arborist. Their  
certification number is \_\_\_\_\_.
  
- D. To the best of my knowledge:
  - The tree(s) have been evaluated by an International Society of Arboriculture Certified Arborist and have been determined to be unhealthy.
  - A copy of the Arborist report that includes documentation of the tree(s) conditions and recommending action is included with this submittal.
  - The tree(s) cannot be converted to a wildlife habitat snag and removal is necessary.
  - A recommendation for replanting has been provided by the Arborist meeting the requirements of [SMC 21A.37.280](#).
  
- E. I will be removing \_\_\_\_\_ tree(s) and planting \_\_\_\_\_ tree(s).
  
- F. I understand that I must not remove any tree deemed unhealthy until the statements above have been verified and an exemption determination of a non-significant tree has been made.
  
- G. I understand that tree removal in violation of the City's tree preservation standards is considered a criminal misdemeanor.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Print Name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_ Place: \_\_\_\_\_

(City and State)