



LMT: Landmark Tree Removal Permit COBI Submittal Checklist and Directions

This permit is required for tree removal requests that meet the size/age criteria outlined in BIMC 16.32 “Protection of Landmark Trees”. The size guide can be found [here](#) on the COBI website. BIMC 16.32 does not apply in zones R-0.4, R-1, R-2. The following completed documents can be submitted to arborist@bainbridgewa.gov. A Landmark Tree Removal application email submission is needed to open your permit request in the SmartGov portal.

Landmark Tree Removal Application:

Can be found [here](#). Fill out all the contact and parcel information, sign, date and return as a .PDF file

Site Assessment Review (SAR) Application:

Page 1: [Download](#), fill out, sign, and check the box to continue to Form B109A (Page 2) if no exemptions are known

Page 2: Fill out the table as described below to determine if your project is exempt and sign

Page 3: Do not fill out/not applicable for vegetation-only projects that are exempt on page 2.

Project Scope	
A. Is this a redevelopment¹ project or new development²? <i>Redevelopment includes all construction on parcels of land existing prior to Feb 10, 1999. If your lot is <u>not</u> part of a recent subdivision, this likely applies to your project. Redevelopment also applies if more than 35% of the lot is existing hard surface.</i>	<input type="checkbox"/> Vegetation projects are considered Redevelopment
B. New and replaced Hard Surface³ area proposed <i>(include all proposed hard surface areas in square feet)</i>	<input type="checkbox"/> N/A
C. Total area of construction, clearing, grading, or development activity <i>(Area of the project limits including all areas being disturbed in square feet)</i>	<input type="checkbox"/> Total area of tree canopy to be removed
D. Total site area <i>(Include the area of all parcels that contain the project activity or construction; Use the area of right-of-way for road projects; in square feet)</i>	<input type="checkbox"/> Total parcel size
Percentage of Site to be developed (Box C ÷ Box D × 100)	<input type="checkbox"/> More Info on filling out the SAR table is at the end of this document

If your project is not exempt, or ground disturbance (stump grinding or removal) will occur, your project may require further review from developmental engineering.

Site Plan:

This should clearly depict: North/South, property lines, buildings on site, location of trees to be worked on, location of any required replanting. This can be hand drawn or digitally produced.

Arborist report:

All “hazard” tree permit requests require an arborist report from a Tree Risk Assessment Qualified (TRAQ) arborist; other removal and pruning permits may as well depending on the scope of work. Contact the city arborist to confirm your project needs.

Project narrative:

If the tree is being removed because of reason 1 or 2 on the application form, please submit a project narrative that outlines why the removal is necessary and cannot be avoided. Include any development plans that may show these limitations.

Mitigation Plan:

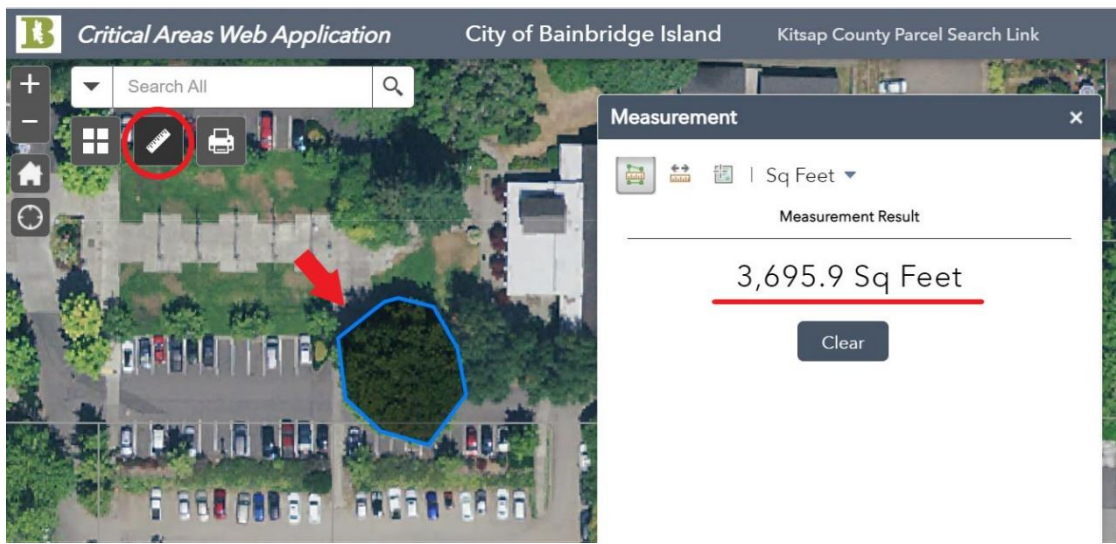
There are specific requirements for landmark tree mitigation. Please see the application for guidance on determining mitigation for your request.

Additional Resources

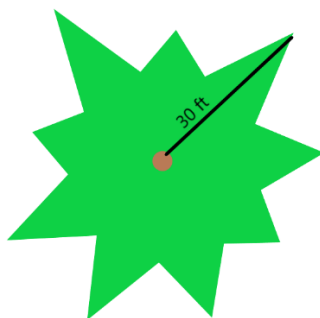
- City Arborist: dmorris@bainbridge.wa
- [Critical Areas App](#): Tool for exploring Island critical areas and more
- [Google Maps Area Calculator](#): Tool for estimating project area
- [Bainbridge Island Municipal Code](#): Resource to look up Bainbridge Island regulations

*Ways to calculate total area of tree canopy for SAR Form:

1. Talk to your arborist – estimated area of canopy disturbance can be included on an arborist report/letter.
2. Use the [Bainbridge GIS map](#) measuring tool – draw a polygon around the vegetation removal to find the total area



3. Measure the distance between the tree trunk and the edge of the canopy – Calculate the area of a circle (πr^2) using that radius.



Overhead view



ground view