



SCLR: Shoreline Clearing Permit

COBI Submittal Checklist and Directions

This permit is required for tree removal or pruning requests within the 200' shoreline jurisdiction from the ordinary high-water mark (OHWM) per BIMC 16.12 Shoreline Master Plan. The following completed documents can be submitted to arborist@bainbridgewa.gov. A Master Land Use application email submission is needed to open your permit request in the SmartGov portal.

Master Land Use (MLU) Application:



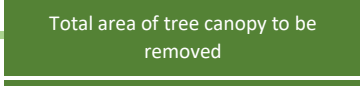

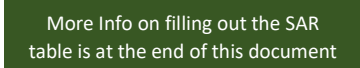
[Download](#) and fill out all the contact and parcel information, sign, date and return as a .PDF file

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>	
B. New and replaced Hard Surface³ area proposed <i>(include all proposed hard surface areas in square feet)</i>	
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>	
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>	
Percentage of Site to be developed (Box C ÷ Box D × 100)	

If your project is not exempt, or ground disturbance (stump grinding or removal) will occur, your project may require further review from the Development Engineering department.

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.

Geotechnical report:

Some shoreline permits require a geotechnical report if erosion hazard zones, previous landslides, or slopes over 40% are present on site. Geotechnical reports should refer to the proposed work in the arborist report. Contact the city arborist to confirm your project needs.

Mitigation Plan:

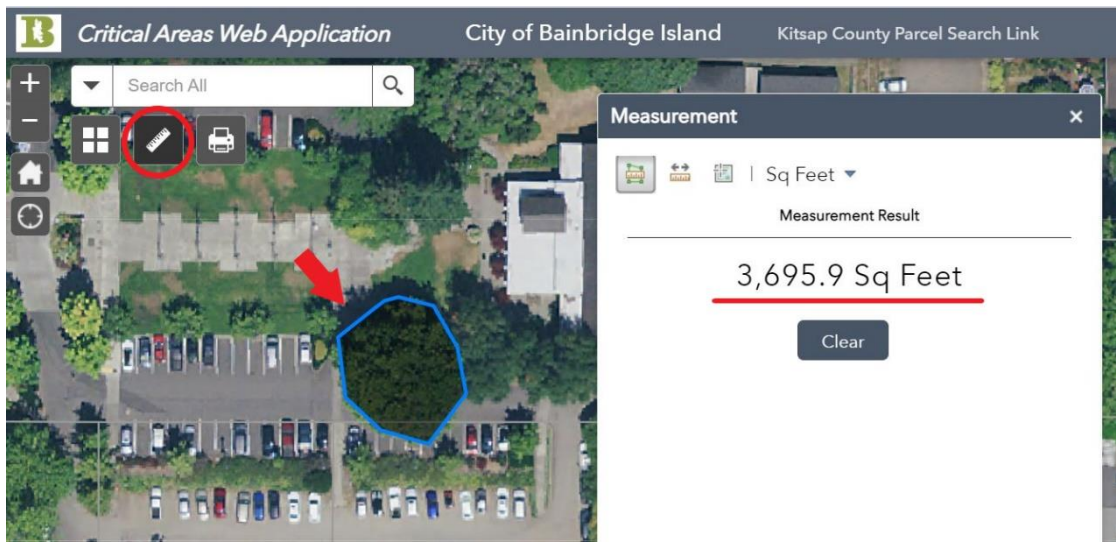
Some permits will require a replanting plan or other form of mitigation consistent with the Shoreline Master Program (SMP). Contact the city arborist to confirm your needs.

Additional Resources

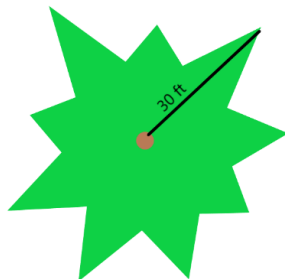
- City Arborist: dmorris@bainbridge.wa
- [Critical Areas App](#): Tool for exploring Island critical areas and more
- [Google Maps Area Calculator](#): Tool for estimating project area
- [Bainbridge Island Municipal Code](#): Resource to look up Bainbridge Island regulations
- [Shoreline Master Plan](#): Contains regulations specific for shoreline buffer and jurisdiction
- [Single Family Residence Mitigation Manual](#): Contains list of native species with cultural requirements to assist with creating a mitigation/replanting plan

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