



# TRVM: Tree Removal Vegetation Management Permit COBI Submittal Checklist and Directions

This permit is required for significant tree removal requests that exceed the thresholds and guidance in BIMC 16.18 that are not in critical areas, their buffers, or shoreline jurisdiction. The following completed documents can be submitted to [arborist@bainbridgewa.gov](mailto: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	
<b>A. Is this a redevelopment<sup>1</sup> project or new development<sup>2</sup>?</b> <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>B. New and replaced Hard Surface<sup>3</sup> area proposed</b> <i>(include all proposed hard surface areas in square feet)</i>	<input type="checkbox"/> N/A
<b>C. Total area of construction, clearing, grading, or development activity</b> <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
<b>D. Total site area</b> <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
<b>Percentage of Site to be developed (Box C ÷ Box D × 100)</b>	<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 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. Please contact the City Arborist to confirm your project’s needs.

**Mitigation Plan:**

Some permits require a replanting plan or other form of mitigation. Please contact the City Arborist to confirm your project’s needs.

**DNR Forest Practice Permit:**

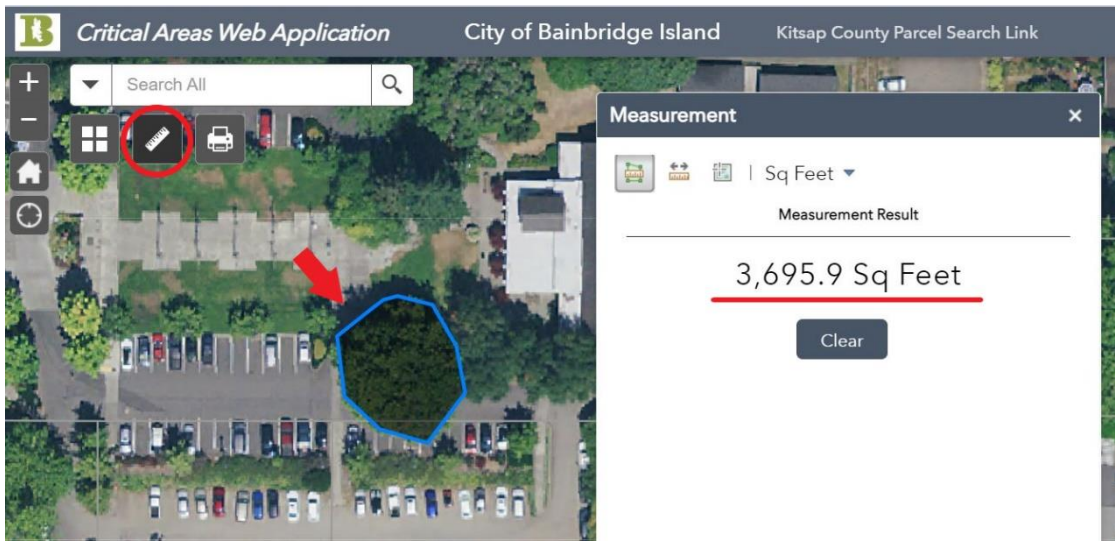
Clearing, harvesting or land conversion projects may require a Forest Practices Permit (Class IV) from the Department of Natural Resources. This is always required if you are selling timber during arboriculture operations. A [SEPA checklist](#) must be done before applying for the Forest Practices DNR permit.

## Additional Resources

- City Arborist: [dmorris@bainbridge.wa](mailto: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 ( $\pi r^2$ ) using that radius.



Overhead view



ground view