



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.

**If you meet the requirements, please go to the Portal Documents under A Tree Removal Guide. Fill out, sign the affidavit, and fill in the information for the Tree unit calculations. Once forms are complete, submit both documents to cpdinfo@ci.olympia.wa.us. This will register the property for as being compliant with the exemption from a tree removal permit.

When Is A Tree Permit Required

