STREET TREE REMOVAL/REPLACEMENT APPLICATION

Liberty Lake Community Development Department
22710 E Country Vista Drive, Liberty Lake, WA 99019
Phone: (509) 755-6704
Website: www.libertylakewa.gov
Email: permitcenter@libertylakewa.gov

This application is to request approval to remove and/or replace street trees located within the public right-of-way. Removed trees often require replacement. Be sure to also coordinate with your HOA (if applicable) to meet any requirements they may have. Along with this application please provide the following:

- Aerial snapshot of your property identifying which tree is proposed for removal or replacement and verifying that its location is within the public right-of-way.
- An electronic copy of a site-specific Traffic Control Plan (TCP) may be required if proposed work is located along major arterials and/or roadways.
- Proof of insurance (See below).
- While a traffic control plan is NOT REQUIRED for a sidewalk closure, traffic cones and "Sidewalk Closed" signs shall be required at either end of the sidewalk closure, as a condition of permit issuance.

INDICATE THE APPLICANT WITH A CHECK MARK

Property Owner's Name:	
Email:	Phone:
Address:	City, State, Zip:
Certified Arborist's Name:	
Email:	Phone:
Address:	City, State, Zip:
Contractor's Name:	
Email:	Phone:
Address:	City, State, Zip:
WA State Contractor License:	Contractor UBI Number:

Site Specific Information	
Project Address:	Assessor's Tax Parcel:
Project Description: (please describe why you are requesting removal/replacement)	
Applicant's Work Order Number:	
Anticipated Work Start Date:	Anticipated Work Completion Date:
Proposed Tree Species and Caliper Size for Replacement:	

- A minimum of 3 business days' notice is required for processing permit applications. Once the permit is granted, be sure to call 811 for locate services at least 3 days prior to digging. It is the applicant's responsibility to have all utility locate indicators (flags, paint, etc.) removed at the project completion.
- You must notify the Community Development Department 24 hours prior to any lane, shoulder, or sidewalk closure by emailing permitcenter@libertylakewa.gov. Failure to notify the City of any closures will result in immediate removal from the right-of-way.
- Pre- and post-inspections will be performed for all tree removal/replacement projects. Email the Permit Center at permitcenter@libertylakewa.gov at least 24 hours before work starts and again after work is completed.

- All property (including but not limited to infrastructure, landscaping, and stormwater facilities) must be returned to pre-removal/replacement conditions at project completion.
- Failure to call for pre- and post-inspections will result in all discovered damage (regardless of span of time lapse) to be considered a result of permittees' work and will be their sole restoration responsibility.

Expiration: Street Tree Removal/Replacement permits issued between April 1st and September 30th are valid for 30 days from the date of issuance, with an available extension up to 30 days at the sole discretion of the City Engineer or their designee. Extension requests must be made in writing to permitcenter@libertylakewa.gov, and may be subject to additional fees. Street Tree Removal/Replacement permits issued between October 1st and March 31st shall be valid until the following April 30th. If homeowner is replanting and their permit expires or is ineligible for extension, homeowner will be required to obtain a new permit.

Insurance: Evidence of Insurance shall be furnished to the City in writing for general liability insurance of not less than $1,000,000 per occurrence and $1,000,000 general aggregate issued by a WA authorized company authorized for the time period of the work activity. A copy of the homeowner's insurance policy shall be submitted to the City when the homeowner is performing the work themselves.

Permit Fees: Fees shall be assessed in accordance with the currently adopted City Fee schedule. They are due at permit issuance.

Signing this application is acknowledgement of agreement to pay fees based upon the City's latest approved Fee Schedule. Invoices will be sent 30 days, 60 days, and 90 days after the permit is ready for issuance, unless otherwise stated. Any balance on the account for this project that is not paid within 90 days of the invoice date may result in legal action or the initiation of other collection procedures. Land use permits, infrastructure permits, and other Zoning, Land Use & Subdivision applications will require the associated fees to be paid up front.

Required Signatures
By signing below (with either electronic or physical signature), I acknowledge that as the applicant I am the property owner or have full permission and authority to represent the property owner in this project and carry out the work specified on the permit. Additionally, I certify that my signature included on this application, if done electronically, provides the same understanding and authority as if I had signed the application in person or in writing. I acknowledge that a minimum of 24 hrs. notice is required for all inspection requests. I give permission for use of my electronic signature on the permit, and I acknowledge, understand, and agree to the requirements and terms described on this application.

Applicant's Signature **Printed Name** **Date**