

TREE PRUNING WITHIN CRITICAL AREAS CHECKLIST

INSTRUCTIONS → Submit the following items listed in the checklist below. Please submit online via the [Online Permitting Portal](#).

NOTE: This application is only for tree pruning requests within critical areas and/or their required buffers in accordance with [EMC 19.37.060.B.3.a](#).

[Online Submittal Instructions](#)

1) ☐ Land Use Application	The Land Use Application must be filled out completely and signed by the owner, applicant, or primary contact.
2) ☐ Fee*	Fees are noted in the Planning, Zoning and Land Use Fee Schedule and will be requested once the application has been deemed complete for intake review. Fees are non-refundable and payable by cash, check or credit card. <i>*No fee is required if the pruning plan is prepared by and all associated work is performed under the direction of a certified arborist</i>

3) ☐ **Pruning Plan**

If prepared by a Certified Arborist, the Pruning Plan shall:

1. Adhere to the standards in ANSI A300
2. Not result in the removal of more than 33 percent of the tree's crown
3. Not include the topping of trees
4. Not include any soils disturbance on the site
5. Not include a tree that is an active nest site for a species of local importance or provides critical habitat such as an eagle perch

If prepared by a Non-Certified Arborist, the Pruning Plan shall:

1. Show the location of the proposed work using aerial photos and/or a site plan that accurately depicts the location of trees to be pruned
2. Submit photos of the trees to be pruned, a description of the portions of the tree to be removed by pruning, and documentation that the trees are located on property owned by the applicant
3. Sign a declaration stating that they have read and understood, and will comply with the applicable city regulations

If this checklist or any of the items above are not included with your application submittal, your application may be deemed "incomplete for intake review" in accordance with [EMC Title 15.01](#).

*Hard copy (paper) Land Use applications are available for reasonable accommodations. Contact the Planner-on-Duty at 425-257-8731 or Planning@everettwa.gov for more information.