

IMMINENT THREAT TREE REMOVAL NOTIFICATION FORM

ABOUT IMMINENT THREAT TREE REMOVAL

Property owners can remove significant trees if there is an emergency and the tree may cause serious/life-threatening injury or death.

This form is designed to be completed by property owners that have already removed a significant tree.

APPLICATION REVIEW PROCESS

Once you submit the Imminent Threat Tree Removal Notification Form and accompanying documentation, it will be reviewed by staff to determine if the tree removal qualified as an imminent threat.

If everything looks okay, then the City will provide a receipt of confirmation. Please see MyBuildingPermit.com for current processing times.

If the condition that prompted the removal does not qualify as an imminent threat, staff will contact you to discuss next steps which will include a retroactive permit for significant tree removal and/or the tree removal actions being subject to Code Enforcement.

FEES

There are no fees for imminent threat tree removal.

Code Reference

Development Standards - Trees
[Chapter 21A.37 SMC](#)

Resources

[Tree Management Webpage](#)
[Find a Certified Arborist](#)
[King County iMap](#)
[Sammamish Property Tool](#)

Questions?

[Email the Tree Removal team](#)

City of Sammamish
801 228th Ave SE
Sammamish, WA 98075
www.sammamish.us

IMMINENT THREAT TREE REMOVAL NOTIFICATION FORM



OWNER INFORMATION

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

APPLICANT/REPRESENTATIVE INFORMATION

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

PROPERTY INFORMATION

Property Address: _____

Parcel Number(s): _____

SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:
(For example: *02 Site Plan*)

- 01. Signed City Application Form (including the Imminent Threat Tree Affidavit on page 3)
 - Affidavit must be signed within 21 days of tree removal
- 02. Site Plan (*see example*)
 - Provide a basic sketch showing the location of tree(s) removed and location of replacement trees
- 03. Photographs
 - Provide photos of the tree and the threatening condition

ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on MyBuildingPermit.com.
- 2 Select “Apply For Permit” and then select “Sammamish” as the jurisdiction.
- 3 Select the following:

<i>Application Type</i>	<i>Project Type</i>	<i>Activity Type</i>	<i>Scope of Work</i>
Clearing & Grading	Any Project Type	Trees or Vegetation Only	Tree Removal Notification
- 4 Complete & save this form before uploading it in the “File Upload” section along with the required submittal documents.

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IMMINENT THREAT TREE AFFIDAVIT

NO notary is required for this affidavit.

The undersigned, being first duly sworn on oath deposes and says:

- A. I am over the age of eighteen (18) years and competent to be a witness herein.

- B. I am the property owner of _____
in Sammamish, Washington.

- C. On _____ at _____, I removed _____ tree(s) due to
date time

Condition that prompted removal

- D. To the best of my knowledge:
 - The conditions that prompted the removal constitute an emergency and emergency action was required.
 - The date, time, and conditions of removal listed above and, in the photos, provided with this form are accurate and true.
 - A replanting plan has been provided with the site plan that meets the requirements of [SMC 21A.37.280](#).

- E. I will be planting _____ tree(s) to replace the _____ tree(s) removed.

- F. I understand that the statements above will be verified in order for a permit exemption under [SMC 21A.37.230](#) to be issued and that tree removal in violation of the City's tree preservation standards is considered a criminal misdemeanor.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Print Name(s): _____

Signature(s): _____

Date: _____ Place: _____

(City and State)