



**CITY OF DUPONT**

1700 Civic Drive  
DuPont WA, 98327  
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Fax: (253) 964-3554  
[www.dupontwa.gov](http://www.dupontwa.gov)

**TREE PERMIT APPLICATION**

**Applicant Information:**

Name: \_\_\_\_\_ Phone/Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner Information (if different than above):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Project Information:**

Type of Permit Requested: I want to:  Plant  Remove, a:  Street Tree  Landmark Tree  Other

*(DMC 25.10.120, a 'Landmark Tree' is – Oregon White Oak, Pacific Yew, or Madrona: 24" DBH single-trunk, 30" DBH multi-trunk; or Douglas Fir, Western Red Cedar, Western Hemlock, or Big Leaf Maple: 30" DBH single-trunk, 45" DBH multi-trunk.*

Location of tree(s) to be planted or removed: *(Describe location and/or attach reports, photos, site plan, etc.)*

Species: \_\_\_\_\_ DBH (Diameter at Breast Height, inches): \_\_\_\_\_ Estimated Height (feet): \_\_\_\_\_

Company/Person Performing Work: Certified Arborist Report Attached:  YES  NO

Company/Name: \_\_\_\_\_

WA State License #: \_\_\_\_\_ City of DuPont Business License #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**REASON FOR REQUEST:**

\_\_\_\_\_  
\_\_\_\_\_

**Owner/Agent Statement**

*I certify that I am the legal owner of the property identified, or the adjacent property (for trees in the right-of-way) or am authorized to act on behalf of the owner on all matters relating to this application. I declare that the information herein is true and accurate to the best of my knowledge, and any false or inaccurate information may delay action on this request. I acknowledge that I (or the owner, if different from the signer below) will bear all costs associated with the requested tree removal, and shall hold harmless, defend and indemnify the City for any and all claims, demands, or lawsuits for injuries or damages to persons or property and arising from any actions undertaken pursuant to approval of the permit applied for herein. I also acknowledge that approval of this application applies only to the trees and work identified in this application. Pursuant to DMC 25.120.030(8), trees required to be retained (i.e. Landmark trees) shall not be removed unless the City Administrator/designee determines in writing that they have become hazardous or diseased or threaten to damage public or private property. Requests for removal of such trees shall be accompanied by supporting documents (i.e., Certified Arborist's report describing specific conditions and recommending removal). I acknowledge that permit approval may be denied or conditioned. If approved, scheduling for the work must be coordinated with the City.*

Owner/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*OFFICE USE ONLY\*\***

- APPROVED**
- DENIED**

\_\_\_\_\_  
Authorized Signature / Date

\* Comments, conditions of approval, or reasons for denial: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# CITY OF DUPONT TREE PERMIT INFORMATION

**Call Before You Dig: 1-800-424-5555**

## Frequently Asked Questions:

### When is a tree permit required?

A Tree Permit must be obtained from the City prior to planting or removing trees from the City's right-of-way, which are generally located in grass strips or planted in decorative tree grates along city roadways. (Note: trimming or removal of hanging or broken tree branches or limbs does not generally require a permit.) There is no fee to apply for a tree permit.

For trees located on private property, a Tree Permit is generally not required prior to planting, removing, or maintaining these trees; however, it is recommended that owners check with their owner's association for any covenants or special requirements or approvals that may apply. (Note: a property owner must obtain a Tree Permit from the City prior to removing a 'retained' Landmark tree located on their property. This requirement applies to those trees meeting certain size or species criteria which were specifically 'retained' during development, and which were identified on an approved Tree Retention Plan for the development, per DMC 25.120.030(8).)

Is there a fee for obtaining a tree permit? No. There is no fee for obtaining a Tree Permit from the City. A separate Right-of-Way Work Permit may be required for planting or removing a street tree if the work will require special staging of equipment or temporary roadway closures.

### Why do I need a Permit? What can I expect?

Trees are a community asset – often recognized for their aesthetic qualities, trees do much more to make DuPont a livable and desirable community: they help beautify our neighborhoods, provide shade, assist in urban cooling and stormwater management, and help with local air quality. To support the continued benefit and viability of our community's urban forest, the City encourages proper planting, regular tree maintenance, and alternatives to tree removal except where no viable alternative exists. For trees located within the City's right-of way, DuPont's Tree Permit process helps to ensure that appropriate street tree species and planting locations are selected for new street trees and that existing street trees are cared for and treated properly. Prior to planting or removing a street tree in front of their property, a property owner must obtain a permit from the City. To apply for a Tree Permit, please fill out and return the attached application form with all information as complete as possible. A member of our City staff will review the information provided in the application, including the location and nature of work proposed, and will typically be able to provide a response within 7 business days.

As part of our review, staff may drive by to look at the trees/site identified in the application, and may also review utility maps to help avoid potential conflicts with underground utilities or other improvements in the area (such as street lighting). The reviewing staff may also contact you to discuss alternative tree species or location(s) if the proposed species, planting space or existing improvements would be problematic. Once review of your application has been completed, staff will return the form indicating any special conditions, or specifying reasons for disapproval. If you have received an approval, be sure to inform us of scheduling before beginning the work.

If you are proposing to plant a new tree, please plan for "the right tree in the right place". This mantra is part of the ongoing work of the City's Tree Board and is aimed at partnering with the community to make wise decisions for our urban canopy. The City is also currently working to develop a list of recommended tree species and planting guidelines to help you select an appropriate tree for your proposed location. Once completed, please consult these guidelines (which will be included in the Citizen's Tree Care Manual) when considering your request.

If your proposed work involves removing roots (stump grinding) and/or planting a new tree, you will need to call for utility locates at least 48 hours in advance of the work to help avoid damage to existing utilities. Underground utility locates can be requested at 1-800-424-5555, or 811. There is no fee for utility locates. Avoid accidental damage to utilities – “Call Before You Dig”.

Are there any special considerations or exceptions for planting a new tree? The City is working to develop a Citizen’s Tree Care Manual to provide information that should be considered prior to planting a new tree. A variety of topics will be included such as guidance on selecting an appropriate tree species for the location it is to be planted, identifying good-quality tree stock, proper planting techniques, tips on caring for a new tree, and recommendations for selecting an appropriate tree species and selecting appropriate locations for new or replacement street trees.

Who is responsible for maintaining the trees in the public right of way? As is the case in most communities, the responsibility for maintaining the landscaping strip (parking strip) within the street right-of-way falls onto the abutting property owner. By mowing the grass, removing trash and debris, etc., each property owner plays an important role in maintaining the character and street appeal of the community they have chosen. In most areas of the City the parking strip also includes street trees which will also require maintenance and care to keep them healthy.

City crews strive to keep up with trimming street trees to maintain clearance to sidewalks and streets as problem areas are identified, however, the City unfortunately does not have the resources to hire a City arborist to provide specialized care for trees. Through the ongoing efforts of the Tree Board, the City is working to develop references and programs that will help citizens continue to partner in providing for the proper care and maintenance of street trees in our neighborhoods. This Citizen’s Tree Care Manual provides a valuable source of information and guidance for proper tree selection, planting techniques, and care tips for tree maintenance.

If I want to remove a tree, can I and do I have to replace it?

Typically only trees that are dead, dying, or dangerous based on an assessment are permitted for removal. Infrastructure damage, disease, utility conflicts, or other circumstances may also be factors considered for removal depending on the tree and its location. In most cases a tree that has been removed should be replaced with an appropriate tree in its place. However, there are some instances where existing trees have been planted too closely to each other or to adjacent buildings or infrastructure where their replacement may not be beneficial either for the existing construction or for the long-term health of the tree. While trees are important to any community’s character, it is equally important to ensure that the ‘right trees’ are planted in the ‘right places’ to provide the most benefit to the community. Where tree replacement is appropriate, proper tree selection, planting locations and techniques, and proper care are keys to maximizing its benefit.

### Hazards

If a street tree has become a hazard or has fallen is blocking access, contact Public Works at (253) 912-5381 to request an inspection. Crews will address immediate hazards, though non-emergent work may need to be scheduled and completed as time and resources allow.

Is topping allowed? No, topping is not allowed for any tree on public property. Topping is also not recommended for trees located on private property. Generally, topping weakens a tree, can cause other tree health issues, and often encourages fast regrowth of the topped stem (which may actually defeat the purpose behind a desire to perform topping of the tree in the first place).

Other questions? If you have additional Tree Permit questions, feel free to contact City Hall at (253) 964-8121 and we will work with you to route your question to the appropriate staff person.

### Helpful Links to Resources:

- Washington State Department of Natural Resources [www.dnr.wa.gov](http://www.dnr.wa.gov)
- The Arbor Day Foundation [www.arborday.org](http://www.arborday.org)
- Trees Are Good! (International Society of Arboriculture) [www.treesaregood.org](http://www.treesaregood.org)