



Community Development Department
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EMERGENCY TREE REMOVAL DOCUMENTATION

All required documentation are required to be submitted through our online dashboard
<https://pals.cityoflakewood.us/palsonline/#/dashboard>.

GENERAL SUBMITTAL DOCUMENTS

REQUIRED: A=Always; M= Maybe

Emergency Tree Removal Documentation Application	A
Visual evidence (photograph(s), video(s), etc.) documenting that the tree is an imminent hazard prior to removal	A
Tree must remain on site for inspection	A
Arborist report (if available prior to removal)	M
Tree survey with tree table (only if not a single-family use) See Handout #10	M

Emergency Tree Removal per LMC [18A.70.310](#) D:

Any number of hazardous protected and nonprotected trees may be removed under emergency conditions. Emergency conditions include immediate danger to life or dwellings or similar stationary and valuable property, including the presence of a target.

Emergency removal may occur and all the following conditions shall be met:

1. The City is notified the following business day of the unpermitted action;
2. Visual documentation (i.e., photographs, video, etc.) is made available; and
3. The felled tree remains on site for City inspection.
4. Replacement required.
 - a. Nonsingle-family use: The property owner will be required to provide replacement trees as established in LMC [18A.70.320](#)(I), Replacement.
 - b. Single-family use: The property owner will not be required to provide replacement trees.
5. Should the City determine that the tree(s) did not pose an emergency condition, the owner shall be cited for a violation of the terms of this chapter.



CITY OF LAKEWOOD EMERGENCY TREE REMOVAL DOCUMENTATION APPLICATION

Site Address: _____

Parcel # _____ Zone _____ Property Size: _____

Applicant Name: _____

Parcel Owner Name If Different: _____

Mailing Address: _____

Phone Number: _____ E-mail Address: _____

CONTRACTOR NAME: _____ BLIC # _____

Current use of property: _____

Have the trees already been removed? If not, when are they scheduled to be removed?

If the use is not single-family, fill out the following and submit a tree survey (see Handout #10):

Total number of significant trees existing on the site: _____ (see attached table)

Number of significant trees retained: _____ (see attached table)

Number of significant trees removed: _____ (see attached table)

Are any of the trees to be removed Garry oak trees? _____ (see attached table)

Are any trees removed within 200 feet of a stream, lake, or wetland? _____

Signature of Owner or Authorized Representative

Date

By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge and that I am the owner of the premises where the work is to be performed, or I am acting as the owner's authorized agent. I further agree to hold harmless the City of Lakewood as to any claim (including costs, expenses and attorney's fees incurred in investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Lakewood, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.



CITY OF LAKEWOOD
COMMUNITY DEVELOPMENT DEPARTMENT
HANDOUT #10

TREE SURVEY PLAN REQUIREMENTS

A detailed site plan that identifies the location of all significant trees on the site is required to accompany a tree removal permit, unless waived by Community Development Department staff. The tree survey plan shall be drawn to scale and illustrate the location of each tree in relation to all existing and proposed development on the site including, but not limited to, the following information:

1. Property lines (include lot dimensions).
2. Footprint of all existing and proposed structures such as buildings, fences, driveways, utilities etc.
3. Location of all existing and proposed public and private roads.
4. All paved areas.
5. Location of all proposed landscape areas.
6. Location of all riparian areas and riparian buffers, shorelines, and critical areas including wetlands, wetland buffers, habitat areas, etc
7. The precise location of each significant tree. Each tree on the survey shall be numbered for identification purposes. A significant tree is:
 - (a) A Garry Oak tree, also known as Oregon White Oak that is 6 inches in diameter or greater, at 4 ½ feet above ground (forestry standard).
 - (b) Any tree other than a Garry oak that is 9 inches in diameter or greater at 4 ½ feet above ground.
 - (c) Any tree, regardless of its diameter, that is determined by the Community Development Director to be significant due to the uniqueness of the species or provision of important wildlife habitat.
8. Any small trees that do not meet the definition of a significant tree shall be shown if they are to be used for credit towards replacement tree requirements.
9. A dashed line 20-feet from the property boundaries shall be drawn to clearly identify perimeter trees from interior trees.
10. A table similar to the example shown below shall be provided that includes information for each of the trees illustrated on the plan. The table, which may be provided in a separate document from the tree survey plan, shall include the following information:
 - (a) The common name of each tree (i.e. fir, spruce, maple, alder, etc.)
 - (b) The caliper size (diameter) of each tree at 4 ½ feet above ground (forestry standard)
 - (c) The tree condition (good, fair, poor, etc). An arborist report may be required for trees noted to be in poor or dangerous condition.
 - (d) Whether the tree is to be removed or retained.

Tree No.	Species	Size	Health/ Condition	Tree Location: Perimeter (P) Interior Tree (I)	Retain or Remove	Nonsignificant Trees (healthy & less than significant tree size)
1	Garry Oak	12"	Good	I	Retain	
2	Garry Oak	6 "	Dead	P	Remove	
3	Douglas fir	24"	Damaged	P	Remove	
4	Douglas fir	9"	Poor	I	Remove	
5	Douglas fir	7"	Fair	P	Retain	X