

# Tree Permit Procedures

WWMC Chapter 12.49 (Adopted 7/00)

## QUALIFYING TREES:

- Street trees located in or overhanging the public right-of-way (including trees located on private property near the right-of-way).
- Trees located along alleys.
- Heritage trees.
- Public nuisances.
- Development landscaping areas.
- City park and cemetery trees.

## GENERAL PERMIT REQUIREMENTS:

- Permit applications for new planting or pruning may be filed by the adjacent property owner, or city-licensed Tree Care Specialist at the Parks & Recreation Office with no fee.
- Tree removal applications must be completed by the property owner or Licensed Tree Care Specialist and submitted in person with the \$25 filing fee.
- Work authorized by the permit must be complete within 45 days and in the manner therein described by the Municipal Arborist.
- Any street tree that is removed must be replaced at the direction of the Municipal Arborist with another tree as approved and recommend, unless otherwise determined.
- The stump of the street tree shall be removed to at least six inches below the surrounding grade.
- Adjacent property owners are responsible for proper and complete execution of authorized permits including stump removal, tree replacement, and new plantings.
- Street trees are required to be planted on land, public or private, bordering all streets in any new subdivision, commercial development, and along any widened or realigned street.
- When planting new trees remember to call before you dig – 1-800-424-5555.
- **No work may be started until the permit is approved.**

## PERMITS REQUIRED:

### **Maintenance Pruning - Must be Performed by a Licensed Tree Care Specialist:**

Limbs larger than 1" on Class I (small) trees.

Limbs larger than 2" on any larger trees.

**Exceptions:** Public and private utilities operating under the jurisdiction of their respective franchise agreements or policies with the city may, without a permit, perform such maintenance and construction, including street tree pruning, as may be required to provide utility service or comply with the public safety regulations under which they operate.

### **New Planting:**

Any new tree in the public right-of-way. The Municipal Arborist must approve and may make recommendations on species, size, quantity of plantings, and location. Lists of approved street tree species, categorized by sizes small through very large, are available in the Parks & Recreation office or at [wwpr.us](http://wwpr.us). Species not on this list must be approved by the Municipal Arborist.

### **Tree Removals:**

- A permit is required to remove any qualifying street tree. Completed applications must be filed 10 days prior to the work date by either the property owner, Licensed Tree Care Specialist, or utility service along with a \$25 filing fee.
- After inspection the Municipal Arborist may issue the permit if the following requirements are met:
  - \* The street tree in question is dead, diseased, hazardous, or otherwise inappropriate.
  - \* The workmanship and methods proposed for removal are satisfactory.
  - \* Replacement of the street tree is assured unless the Municipal Arborist determines replacement is not appropriate.
- The Municipal Arborist must be notified at least two business days prior to the work starting.
- Work authorized by the permit shall be completed within the time specified and in the manner outlined.
- If street closures are required, the property owner or licensed tree care specialist must obtain a Right-of-Way Permit through the Development Service office.

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## PERMITS REQUIRED: Continued

- If the Municipal Arborist notes sidewalk or curb damage on the permit, notification will be provided to the city's Development Services office.
- Only City of Walla Walla Licensed Tree Care Specialists are authorized to remove street trees greater than 6" DBH with the exception of public and private utility services performing necessary maintenance work.
- Any street tree that is removed must be replaced at the direction of the Municipal Arborist.
- **Stump Removals:**
  - \* Stumps must be removed to at least six inches below the surrounding grade.

## ACTIONS PROHIBITED BY ORDINANCE

- Topping of street trees or other city-owned trees in the city is prohibited.
- Unless specifically authorized by the Municipal Arborist, no person shall damage, transplant, or remove any street tree or other city-owned tree.
- Unless specifically authorized by the Municipal Arborist no person shall place any object, fill or other material which may impede the free passage of air, water, or nutrients to the roots of any street tree on city property. Likewise no activity is permitted which may compact the soils encompassing the root zone of any such tree.

## EMERGENCY TREE MAINTENANCE:

- Emergency street tree maintenance may be performed by utility companies, contractors, property owners, and the city due to unforeseen circumstances or conditions that impose an immediate threat to utility systems, property, or public safety. Only the work required to remove the immediate threat shall be performed. Before performing any additional work application must be made for a street tree permit on the next regular working day and approved by the Municipal Arborist.

## REQUIREMENTS FOR PROPERTY OWNERS & LICENSED TREE CARE SPECIALISTS:

- Property owners may perform "routine care" which does not require a permit including pruning of limbs smaller than one inch in diameter on Class I (small) trees, or smaller than two inches in diameter on larger trees, watering, fertilizing, and applying pesticides.
- Property owners may remove trees smaller than 6: DBH in size with an approved permit.
- **Licensed Tree Care Specialists:** Any person or company engaged in the business of tree care within the city, specifically major pruning (limbs greater than two inches in diameter), repair, or the removal of trees greater than six inches D.B.H. in size, shall possess, in addition to any other permits or licenses that may be required to carry out such work in the city, a valid city-issued Tree Care Specialist License. Licensing requirements include: a valid Washington State Contractor's license, adequate liability insurance, and International Society of Arboriculture certification. Licensing information and applications are available through the Parks & Recreation Office.

## CURRENT LIST OF CITY OF WALLA WALLA LICENSED TREE CARE SPECIALISTS

Artistic Treeworks - 509-943-4604  
Beckner Tree Service - 509-522-8255  
Boyd's Tree Service - 509-585-4194  
Home Orchard & Tree Care - 509-540-8853  
Senske Lawn & Tree Care - 509-374-5018  
Top Tree Service - 509-943-7032  
Town & Country Tree Service - 509-525-3231  
Woodsaver Milling - 509-520-1959

## APPEALS:

- The appeal process governing the treatment and jurisdiction of street trees is specifically outlined in Chapter 12.49 of the Walla Walla Municipal Code.

## PENALTIES FOR VIOLATION:

- Penalties for violation of the practices described herein are specifically outlined in Chapter 12.49 of the Walla Walla Municipal Code.