



# DEVELOPMENT SERVICES

BUILDING • COMMUNITY RISK REDUCTION • ENGINEERING • PLANNING • PERMIT SERVICES • TRANSPORTATION

Submit this completed form at City Hall, or use [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com) to submit your application online.

## LAND CLEARING

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This intake checklist identifies minimum application elements necessary for the City to accept the **application** for further processing. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance of an application DOES NOT guarantee completeness. The City will take up to 28 days to make a completeness determination.

**Applicant:** Check each box under the Applicant heading on this checklist to confirm items are included in your submittal. A Permit Technician will check off each box under Staff when the item is confirmed to be included in the submittal package. If you think an item is not applicable to your project, you must contact the appropriate department prior to your intake appointment to have the items initialed as not required.

**Five (5)** complete sets of drawings (all drawn to scale, plans are to be drawn to 1/8" = 1' minimum) are required. If applying for multiple permits concurrently, submit the highest number of required plan sets.

### Development Services permit application requirements per BMC 11.06.002 and 12.12.050

Applicant	Staff
<input type="checkbox"/> A completed & signed Permit Application form.....	<input type="checkbox"/>
L <input type="checkbox"/> Copy(s) of the recorded legal descriptions of the existing property(s) boundary(s) and dimensions of property and/or legal description of the site for all applications, as required by the applicable development regulations.	<input type="checkbox"/>
<input type="checkbox"/> A completed Development Review Billing form (form D).....	<input type="checkbox"/>
<input type="checkbox"/> Designation by name, street and mailing address, telephone number, and relationship to the applicant, of the person to receive all determinations and notices required by BMC Chapter 11.06.	<input type="checkbox"/>
<input type="checkbox"/> If excavated material is to be wasted off-site, an indication of the location and the route to the disposal site .....	<input type="checkbox"/>
L <input type="checkbox"/> Five sets of drawings as follows:	<input type="checkbox"/>
<input type="checkbox"/> 1. A map or plot plan showing location of proposed improvements, location, type, size and condition of existing trees, general location of ground cover and shrubs and identification of trees, shrubs and ground cover to be removed.	<input type="checkbox"/>
<input type="checkbox"/> 2. North arrow and drawing scale.....	<input type="checkbox"/>
<input type="checkbox"/> 3. Site contours (maximum 5 foot contour interval).....	<input type="checkbox"/>
<input type="checkbox"/> 4. A tree retention plan consistent with BMC 12.18.030 shall be submitted with the application .....	<input type="checkbox"/>

### Criteria for approval per BMC 12.12.060.

A land clearing permit shall be granted if it is determined that the proposed land clearing:

- A. Promotes the public health, safety, and general welfare of the citizens of Bothell;
- B. Is consistent with Imagine Bothell... Comprehensive Plan goals and policies fostering sensitive treatment of the city's natural vegetation, including but not limited to LU-G7, LU-G8, LU-P10, LU-P11, NE-G1, NE-G2, NE-G3, NE-P5 and UD-P7;
- C. Complies with the requirements of Chapter 12.18 BMC, Tree Retention and Landscaping, including but not limited to retention of significant trees;
- D. Complies with the requirements of BMC Title 13, Shoreline Management, as applicable;
- E. Complies with the requirements, purpose and provisions of BMC Title 14, Environment;
- F. Complies with the requirements of the Bothell design and construction standards and specifications, including but not limited to installation and maintenance of erosion and sedimentation control before, during and after the forest practice or land clearing activity;
- G. Complies with all other applicable requirements of the Bothell Municipal Code and Bothell design and construction standards and specifications;
- H. Prevents the indiscriminate removal or destruction of trees and ground cover on undeveloped and partially

developed property, and significantly retains the effect of the wooded slopes and the existing tree top line as seen from the valley floors, also known as the “feathered edge”;

- I. Promotes building-planning and site-planning practices that are consistent with the city’s natural topographical and vegetational features;
- J. Retains clusters of trees for the abatement of noise and for wind protection;
- K. Additionally, applications for permits to conduct forest practices or for conversions to uses other than commercial timber operation shall be evaluated for compliance with the requirements of the state Forest Practices Act as set forth in Chapter 76.09 RCW, including but not limited to the following sections:
  - 1. Legislative finding and declaration, as set forth in RCW 76.09.010;
  - 2. Rules establishing classes of forest practices - Applications for classes of forest practices - Approval or disapproval - Notifications - Procedures - Appeals - Waivers, as set forth in RCW 76.09.050;
  - 3. Form and content of notification and application - Reforestation requirements - Conversion of forest land to other use - New applications - Approval - Emergencies, as set forth in RCW 76.09.060;
  - 4. Forest practices permit - Habitat incentives agreements, as set forth in RCW 76.09.063;
  - 5. Forest practices application or notification - Fee, as set forth in RCW 76.09.065;
  - 6. Application for forest practices - Owner of perpetual timber rights, as set forth in RCW 76.09.067;
  - 7. Reforestation - Requirements - Procedures - Notification on sale or transfer, as set forth in RCW 76.09.070;
  - 8. Forest practices - County, city or town to regulate - When - Adoption of development regulations - Enforcement - Technical assistance - Exceptions and limitations - Verification that land not subject to a notice of conversion to nonforestry uses - Reporting of information to the department of revenue, as set forth in RCW 76.09.240;
  - 9. Notice of conversion to nonforestry use - Denial of permits or approvals by the county, city, town or regional governmental entity - Enforcement, as set forth in RCW 76.09.460; and
  - 10. Conversion of land to nonforestry use - Action required of landowner - Action required of county, city, town or regional governmental entity, as set forth in RCW 76.09.470. (Ord. 2041 § 4 (Exh. B), 2010; Ord. 1815 § 1, 2000; Ord. 1629 § 1, 1996. Formerly 12.12.050).

**Land clearing standards.**

All land clearing activities requiring a land clearing permit shall implement the following standards:

- A. All trees to be retained shall be surrounded with protective fencing as required under the Bothell Design Standards prior to commencement of any clearing activity and shall remain in place until final inspection by the city;
- B. A temporary erosion control plan shall be submitted with the application. All erosion control features shall be consistent with the Bothell Design Standards and shall be inspected and approved prior to release of any performance bonds;
- C. The provisions of the International Building Code Appendix J shall be observed.

**Burning not allowed.**

The burning of trees, shrubs, ground cover or any other material shall be prohibited.

**Term of permit (per BMC 12.12.100).**

Any permit granted under this chapter shall expire two years from the date of issuance. Upon a showing of good cause, a permit may be extended for an additional one year. Approved plans shall not be amended without authorization of the responsible official. The permit may be suspended or revoked by the community development director if incorrect information has been supplied in the application, or upon violation of the provisions of this chapter.

**Bond requirement (per BMC 12.12.110).**

The community development director may require as a condition to the granting of a forest practices/land clearing permit that the applicant furnish a performance bond to the city to secure the applicant’s obligation to complete the restoration and replanting of the property after the approved land clearing has been accomplished in accordance with the terms of this permit and within the term thereof. The bond shall be in an amount equal to 120 percent of the estimated cost of such restoration and replanting and with surety and conditions satisfactory to the community development director.

Pre-application meetings are mandatory for Type II and higher applications. Additionally, the City will conduct pre-application meetings for projects below the mandatory threshold if requested by the applicant. The fee for a non-mandatory pre-application meeting will be determined based on the staff time to prepare and attend the pre-application meeting.