



Application Instructions

Application Type: Clearing and Grading
Project Type: Any Project Type
Activity Type: Trees or Vegetation Only
Scope of Work: Tree Removal and Pruning

Based on your selections, the following information and requirements apply to your application.

Submittal Info

For more information on Tree Retention requirements, see the [Tree Retention Removal Information Guide](#). Also, reference the Tree Retention Plan chart found [here](#).

Required Documents

- Site Plan

Please review the [Requirements for Electronic Plans](#) prior to uploading documents.

General Process Info

City of Kirkland Planning Department Contact Information:

Address: 123 5th Ave, Kirkland, WA 98033 (City Hall)

Phone: 425.587.3225

Fax: 425.587.3232

Website: <http://www.kirklandwa.gov/depart/planning.htm>

General Inquiries Email: planninginfo@kirklandwa.gov

Hours: Monday-Friday 8:00am-5:00pm*

**Planning and Building Department counters are closed on Wednesday from 8:00am-10:30am*