

The intake checklist identifies minimum application elements necessary for the town to accept the application. Should any of the following minimum items not be provided, the application may not be accepted at the counter.

Applicant: Check each box under the applicant heading on this checklist to confirm items that are included in your submittal.

The required number of plan sets is 3 (three). If applying for multiple permits concurrently, submit the highest number of required plan sets.

General Requirements (1 original copy of each item is required):

Applicant

- Completed general application form
- Proof of agency and hold harmless agreement form
- The applicable fee(s)
- Record Sales Tax Under #1713 Town of Hunts Point, WA 98004-1121, for purposes of reporting to the Department of Revenue
- A plot plan showing location of improvements, the location of the tree(s) proposed for removal, and adjacent significant trees that may be impacted from proposed activities, including those on adjacent property within 20 feet of the property line
- Reason for removal
- A preliminary plan indicating the locations and species for all trees to be planted as mitigation
- Where the plot plan identifies significant trees within the 20 feet of the property line on adjacent property, proof that the applicant has notified the neighboring property owners of the application, either by signature, or by United States Postal Service return receipt if the property is unavailable for signature; and
- Any other information as deemed necessary by the town to further the purposes of this chapter.



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834, FAX 425.454.4586. Permit intake and issuance hours are Tuesday and Thursday, 8am-12pm and 1pm-5pm. Building Services Department 425.455.1834.