City of Olympia | Capital of Washington State
P.O. Box 1967, Olympia, WA 98507-1967
olympiawa.gov

Olympia - TREE PERMIT FLOW CHART

When Is A Tree Permit Required?

START

WITHIN CITY LIMITS:
Is the property located within the City of Olympia's permitting jurisdiction?
Thurston Geodata Parcel Search

YES → **ASSOCIATED WITH LAND DEVELOPMENT:**
Review will be included with project application.

NO → **CONTACT OTHER AGENCY:**
Please contact the permitting jurisdiction listed for the property to verify removal requirements.

YES → **SOIL AND VEGETATION REPORT**
New development projects will require a Soil and Vegetation Plan (SVP), which range from level 1-6 see the Urban Forestry Manual. For commercial or multi-family developments, it is recommended that a project forester be hired to prepare the report and provide consultation through construction.

NO → **CRITICAL AREA**
Is the tree located within a critical area buffer?

YES (unknown) → **LEVEL OF REPORT**
Presence of critical areas may require a more comprehensive Soil and Vegetation report.

NO → **PUBLIC RIGHT OF WAY:**
Is the proposed tree removal located within the City of Olympia Right-of-Way (ROW).

YES → **CONTACT URBAN FORESTER:**
Contact the City's Urban Forester regarding tree removals associated with land development projects, City maintained street trees, or critical areas, at (360.753.8314) or CPDinfo@ci.olympia.wa.us

CITY OF OLYMPIA → **STREET TREE RESPONSIBILITY:**

CITY OF OLYMPIA
- The Olympia Parks department is responsible for maintaining street trees downtown and along 10 city arterials (View the City Maintained Street Trees Map).
- Olympia Public Works is responsible for the trees within most ROW medians.

ADJACENT PROPERTY OWNER
- Property owners are generally responsible for street trees, but in some subdivisions that may be the responsibility of the Homeowners' Association (HOA).

ADJACENT PROPERTY OWNER → ***RIGHT OF WAY REQIREMENTS:**
Additional bonding and insurance is required for all contractors working in the City ROW.
View the city requirements for contractors working in the Right of Way

NO → **LOCATION:**
Is the tree located on another property or property line? Or will the maintenance or removal impact an adjacent property?

YES → **CONTACT PROPERTY OWNER**
Contact the property owner for permission.

ADJACENT PROPERTY OWNER
- Unknown property owner, contact the City at 360.753.8314

CITY OF OLYMPIA PARKS
- For Trees located on City Park property contact 360.753.8380

CITY OF OLYMPIA STORMWATER
- Trees is on a Stormwater Pond tract, contact 360.570.3957

TREE PROTECTION AREA OR TREE TRACT
- Contact the City Urban Forester at 360.753.8301 or jjohns@ci.olympia.wa.us

DISPUTED → **CIVIL DISPUTE**
If the property owner does not agree, it becomes a civil issue between the property owners.

APPROVED → NO → **SUBJECT TO HOA CONDITIONS?**
Contact your Homeowners' Association prior to any tree removal.

WILL THE WORK IMPEDE CITY ROW?
Will the tree work block or impede the public right of way, street, or sidewalk?

YES → ***RIGHT OF WAY REQIREMENTS:**

NO → **PROPERTY TYPE**
Is this a developed single-family residential property?

YES → **EXEMPTION AFFIDAVIT:**
Property exempt from needing a Tree Permit. However, an Exemption Affidavit and tree unit calculator worksheet is required to be emailed to cpdinfo@ci.olympia.wa.us
Developed residential properties that qualify for a tree removal exemption affidavit must replant within 1 year of signed affidavit.
Tree Exemption Affidavit
Tree Unit Calculator Worksheet

NO → **TREE PERMIT IS REQUIRED**
A tree permit will be required for the work. View the Tree Permit Checklist for the submittal requirements. Applications can then be submitted through the online Permit Portal.
View the Tree Permit Checklist

TREE PERMIT WITH ROW OBSTRUCTION
A tree permit will be required for the work. View the Tree Permit Checklist for the submittal requirements. Applications can then be submitted through the online Permit Portal. Please note that there are additional submittal and contractor requirements for work occurring within the public Right-of-Way (ROW).
- **Detailed Site Plan**
- **Traffic Control Plan**
- **Contractor Certificate of Liability Insurance**
- **and ROW Bonding (10K Continuous)**

View the Tree Permit Checklist

Questions?

Please Call 360.753.8314 or Email us at cpdinfo@ci.olympia.wa.us

09/17/2025