



# Architectural Control Committee

## ARBORIST DAY APPLICATION

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Application may be mailed, emailed (info@mcca.info), or dropped off at the MCCA Office: 15524 Country Club Drive Mill Creek, WA 98012

*To secure an appointment with our certified arborist, complete and return this application with a \$65 check (payable to MCCA) to our office. Appointments are filled on a first-paid, first-serve basis. Once all applications are received, we will contact you with your appointment time.*

<i>For MCCA Use Only</i>
Submittal Number
Date Submitted

Applicant Information	
Name:	Ph:
Email:	
Address:	
Division:	Lot #:
Tree Information	
Total number of trees requested to be assessed:	
Total number of trees requested to be removed:	
Total number of trees requested to be trimmed:	

Provide sketch of property site showing approximate location of tree(s) to be evaluated. If more than one tree, please number each one.

By signing, I certify that I am the property owner or authorized to file this application on the property owner's behalf and that the trees are on my property:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



### ***Basic Policy for Tree Trimming / Removal Permits***

#### ***Policies***

1. All trees that are 6" in diameter or larger when measured 4.5' from the ground require approval from the ACC and City of Mill Creek prior to removal. All trees in critical area buffers, roadway buffers, or property buffers require a permit from the City regardless of size. **Please contact the City of Mill Creek directly. [www.cityofmillcreek.com](http://www.cityofmillcreek.com).**
2. Native trees such as Western redcedar, Western hemlock, Western white pine, and Douglas-fir are protected. An arborist report may be required for removal. Replacement trees are required on a 1-to-1 ratio with another native tree specified by the ACC.
3. MCCA works with an arborist to determine the type of replacement tree. The ACC may require the replacement tree(s) be planted on the resident's lot or be brought to the MCCA Office for planting in the MCCA common area, or both.
4. Residents must receive the ACC's written approval before significantly limbing or pruning native trees, or trees within Cutting Preserve. Significant limbing or pruning is defined as requiring a bucket truck or tree climber to complete OR removal of more than 20% of the tree's limbs.

#### ***Procedure***

1. Homeowner submits application, marks the trees to be cut, and before starting your project, **MCCA strongly suggests contacting adjoining property owners.**
2. Committee inspects trees. If necessary, can require the applicant to provide an arborist report.
3. Application is approved or denied, and the homeowner is notified.
4. Homeowner cuts trees, disposes of limbs and rounds. Replacement trees must be planted, if required.