

HERITAGE WOODS COMMUNITY PROCEDURE FOR TREE REMOVAL

- 1) First step is to fill out the LAC for approval from the Heritage Woods HOA.
Go to the Heritage Woods Community website (www.heritagewoods.site) and download the Landscape and Architectural Plan Application (LAC Application) located under “HOA Documents”.
- Take pictures to validate the damage to the sidewalk and the tree and include with your LAC to remove the tree and/or repair sidewalk. As part of the approval process someone on the Board will review the damage in person. Depending on the tree roots and damage, typically an arborist can make advise on removal.
 - Once the LAC Application has been approved by the HOA Board, you will need to obtain a **no cost permit** from the City of Federal Way at the link below. Be sure to reference it is for Heritage Woods Community as the Board was able to negotiate with the City of Federal Way to waive permit fees for the right-of-way for our community. Reference on ROW Application, No Fee Permit: AG21-79. The link below has the instructions for right of way permitting. The HOA Board worked with the City of Federal Way in a Memorandum of Understanding dated May 11, 2021 and signed by previous HOA President, Barbara A. Orchard-Carr.
 - The City of Federal Way will ask you to put up a Bond which will be refunded after the City Inspects the work when it is completed.
 - Homeowners need to use a licensed and bonded contractor for tree removal (as well as sidewalk repair if that is necessary) as this is a liability issue for both the Homeowner and City Federal Way if one is not used.
 - Initially, the Board will work with Homeowners and City to navigate the LAC and permitting process for Right-of-Way (ROW) maintenance.

https://www.cityoffederalway.com/sites/default/files/ROWAPPLICATION%20%281%29_0.pdf

- For the City of Federal Way, you will need to include a copy of the contractor’s business license and proof of insurance. Also include a traffic control plan with your ROW Application. (Photo copies of the business license and proof of insurance are acceptable).
- Remember to ask the Tree Removal Company if the grinding and hauling away are included in the quote.
- If repairing the sidewalk after the tree has been removed it is not required by the HOA or the City of Federal Way as referenced in the Memorandum of Understanding dated May 11, 2021.
- Sidewalk repairs must comply with standards and details of the City of Federal Way, including the American with Disabilities Act, latest requirement, if applicable.
- If repairing the sidewalk, the City of Federal Way will inspect the sidewalk after it has been poured.