



TREE CUTTING/REMOVAL PERMIT Application

APPLICANT INFORMATION:

Name(s): _____ Company (if applicable): _____
Mailing Address: _____ Phone: _____ Email: _____

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: duncan@duncan.ca or phone: 250-746-6126.

PROPERTY INFORMATION:

Civic Address: _____ Folio No.: _____
Lot: _____ Block: _____ Section: _____ Range: _____ Plan: _____ Quamichan District

OWNER INFORMATION: (if different from the applicant)

Name(s): _____
Mailing Address: _____ City: _____ Postal Code: _____
Phone No.: _____ Fax: _____ Email: _____

The undersigned owner/authorized agent agree to abide by the City's Tree Protection Bylaw and declare that the information submitted in support of the application is true and correct in all respects.

Signature of Applicant/Owner

Signature of Other Owner (if applicable)

Date

NOTE: This is an application. Completing this form does not guarantee approval. Your application will be reviewed and you will be contacted.

REQUEST INFORMATION:

Prune, Cut or Remove a *Significant Tree*
(Trees shown in Schedule B of the Bylaw) Proposed date of tree cutting: _____
 Cut or Remove a *Protected Tree*

Reason for tree cutting or removal:

Dead, dying, diseased or hazardous tree Infrastructure damage
 Development/construction related Other (state reason): _____

Type and **DBH*** of each tree to be cut or removed: _____

* **DBH (Diameter Breast Height)** the diameter of the trunk of a tree measured at a point 1.4 m (4'7") above the natural grade; except where the diameter of a tree having multiple trunks 1.4 metres above the natural grade shall be the sum of 100% of the diameter of the largest trunk and 60% of the diameter of each additional trunk.

TREE LOCATION

Description of where the tree is located: _____

TREE LOCATION CON'T

Please provide a PLAN on a separate page, showing:

- the boundaries of the parcel where the tree is located, and any adjacent streets
 - the location of existing buildings and structures
 - the location, species and DBH* of trees proposed to be cut or removed
 - the location, species and DBH* of trees proposed to be retained and protected
 - the location of significant topographic features or other important features
 - the location of proposed tree protection barriers (to protect trees during construction).
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How will drainage and erosion impacts be controlled?

How will noise and dust impacts be controlled?

The Director of Public Works & Development Services may also require:

- (a) A Tree Protection Plan, in accordance with Schedule "D" of the Bylaw, prepared by an Arborist;
 - (b) A report prepared by a professional engineer, professional biologist or certified arborist with experience in, as the circumstances require, geotechnical engineering, hydrology or tree management, certifying that the proposed tree cutting or removal will not create an adverse impact including flooding, erosion, land slip or contamination of a watercourse;
 - (c) Where the site of the tree cutting or removal is on a parcel adjacent to or containing any part of a watercourse, a survey plan prepared by a BC Land Surveyor or professional engineer showing the top-of bank of such watercourse;
 - (d) Where the tree cutting or removal is for a hazard tree, a report prepared by a certified tree risk assessor certifying that the tree is dead, diseased, damaged or otherwise constitutes a physical hazard to persons or property; and
 - (e) Any further information that is determined to be necessary to adequately describe the nature and extent of the tree cutting or removal.
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REPLACEMENT TREE(S)

For parcels containing a single family dwelling, as a condition of any Tree Cutting Permit, one replacement tree must be planted and maintained for each tree cut or removed. For all other parcels, two replacement trees are required for each tree cut or removed.

*****Please refer to the information attached to this form for minimum replacement tree requirements.*****

Replacement tree type:

Replacement tree height:

Replacement tree caliper:

FEES:

Fee Type	Amount	Required	Notes
Tree Cutting/Removal Permit - Protected Tree	\$50	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Fee waived for 1 protected tree, per residential parcel, per year.</i>
Tree Cutting/Removal Permit - Significant Tree	\$100	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Application requires Council approval.</i>
Tree Removal Permit Amendment	\$25	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Amendment to an existing permit.</i>
Replacement Tree	\$500	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>To cover cost of purchasing, planting and 1 year maintenance of a replacement tree on land owned by the City (if a replacement tree will not be planted on the property subject to a permit).</i>

OFFICE USE:

Copies to:

Applicant

* Original to 6300 *



TREE REMOVAL PERMIT

Date:

Permit No.:

PROPERTY INFORMATION

Civic Address:

Permission is granted to (applicant):

PERMIT CONDITIONS

Permit approved in accordance with the submitted plans & specifications and subject to the following conditions:

Permit Specifics:

Special Conditions:

THIS PERMIT SHALL BE DISPLAYED IN AN ACCESSIBLE AND CONSPICUOUS LOCATION ON THE PARCEL TO WHICH THIS PERMIT PERTAINS NO LESS THAN 72 HOURS PRIOR TO AND DURING TREE CUTTING OR REMOVAL.

All work shall be conducted in compliance with City Bylaws. This permit does not constitute any other municipal, provincial or federal approval. The holder of this permit is responsible to obtain any additional approvals prior to commencing the tree cutting/removal authorized by this permit.

Permission to commence is hereby given, subject to the terms and conditions outlined above.

Director of Public Works and Development Services Signature