



SIGNIFICANT TREE CUTTING/REMOVAL & PRUNING

Application for Permit

A Significant Tree Cutting/Removal & Pruning Permit is required to cut down, remove or prune a **Significant Tree** at a cost of **\$100** for the permit plus a refundable security deposit for replacement/substitute trees. Permit fees are waived for a **hazardous** tree but the security deposit for replacement/substitute trees is still required. **Payment for the permit fee and the security deposit is only required after your application has been reviewed by Council and approved.**

If you are applying to cut down/remove a **Protected Tree**, please use the *Protected Tree Cutting/Removal Application for Permit* form.

APPLICANT INFORMATION

Name(s):	Company:	
Mailing Address:	City:	Postal Code:
Phone:	Email:	

PROPERTY INFORMATION

Civic Address:	Folio: 207
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OWNER INFORMATION (if different from applicant)

Name(s):	Company:	
Mailing Address:	City:	Postal Code:
Phone:	Email:	

PROJECT INFORMATION

Prune, Cut down or Remove a **Significant Tree** (only applies to trees listed on p. 7, Table 4)

Proposed Date of Work: _____

REASONS FOR TREE REMOVAL OR PRUNING

A **Significant Tree** may only be removed under one or more of the following reasons and supporting documentation must be submitted. Photographs are recommended. The Director may require an Arborist Report to satisfy this requirement.

Please select the reason(s):

- Hazard Tree:** the tree is dead, damaged, diseased, or in decline beyond expectation for recovery.
- Infrastructure Risk:** the tree is causing structure or infrastructure interference, or risk and this risk cannot be reduced or removed through any other reasonable solution other than the removal of the significant tree as determined by the Director or a qualified professional engineer.
- Construction:** the removal of the tree is required for the construction or installation of a driveway, roads, or services, required off-street parking area, below ground service line, or an above ground utility corridor.
- Building Footprint:** the tree is located within the footprint of a proposed building or structure, underground service, driveway, or off-street parking area that would be permitted under the Land Use Bylaw.
- Foundation Risk:** the tree is situated within two (2) meters of a lawfully constructed building foundation wall.
- Inappropriate Tree Species:** where the Director is satisfied that preservation of the tree will not meet the objectives of this Bylaw or the Urban Forest Strategy due to inappropriate siting or species selection.

SUPPORTING DOCUMENTATION

- Photographs Highly recommended
- Boundaries of the parcel where the tree is located & adjacent streets
 - Location of existing building structures and significant property features
 - Location, species and DBH* of trees proposed to cut or removed
- Drawing/Plan showing:
- Location of species and DBH* of trees proposed to be retained and protected
 - Location of significant property features
 - *If applicable*, the location of proposed tree protection barriers (to protect remaining trees during construction)
- Arborist Report An Arborists Report will be required for Pruning / Removing a Significant Tree in most circumstances.

TREES TO BE REMOVED OR PRUNED

Tree #	Species (common name)	DBH* (cm)	Location	Work Type Permit for pruning only required for <i>Significant Trees</i>
1				<input type="checkbox"/> Pruning <input type="checkbox"/> Removal
2				<input type="checkbox"/> Pruning <input type="checkbox"/> Removal
3				<input type="checkbox"/> Pruning <input type="checkbox"/> Removal
4				<input type="checkbox"/> Pruning <input type="checkbox"/> Removal
5				<input type="checkbox"/> Pruning <input type="checkbox"/> Removal
6				<input type="checkbox"/> Pruning <input type="checkbox"/> Removal

*DBH (Diameter at Breast Height) the diameter (circumference / 3.145) 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.

If applicable, please explain how drainage and erosion impacts will be controlled during the tree removal:

If applicable, please explain how noise and dust impacts will be controlled during the tree removal:

CALCULATE TREE DENSITY TARGET

Number of Protected Trees remaining on your property after tree removal _____

DENSITY TARGET: Parcel Area _____ m² x 0.005 = _____ Protected Trees Required on Property (rounded)

If your property meets this target after you remove any Significant Trees, then a replacement/substitute tree is not required. Proceed to the Signature Section. If your property **does not meet** the density target, proceed to the Replacement/Substitute Tree section below.

REPLACEMENT/SUBSTITUTE TREE

All Significant Trees that are cut down/removed will require Replacement Tree(s) or Substitute Tree(s) to be planted (unless you meet the tree density target calculated above).

Replacement Trees: At a ratio of 2:1 for each Significant Tree removed, up to the Tree Density Target on the property
Must be of a species that will grow to 30 cm DBH* or greater at maturity
See more information on replacement trees on p.4

Substitute Trees: At a ratio of 3:1 for each Significant Tree removed
Are smaller tree species (e.g. ornamental/fruit trees)
Only permitted on a parcel where at least one (1) protected tree is retained
Tree Density target does not apply (ie. no limit to number of substitute trees required)
See more information on substitute trees on p. 5

If the tree being removed is a **Hazard Tree**, only one (1) replacement tree or two (2) substitute trees are required (unless you meet the tree density target calculated above).

Calculate the number of trees to be planted and security deposit:

of Trees removed ___ x 2 = **Replacement Trees to be planted** x \$500 = \$ **Security Deposit Required**
OR
of Trees removed ___ x 3 = **Substitute Trees to be planted** x \$350 = \$ **Security Deposit Required**

Tree #	Species (common name)	Caliper* (cm)	Type of Tree
1			<input type="checkbox"/> Replacement <input type="checkbox"/> Substitute
2			<input type="checkbox"/> Replacement <input type="checkbox"/> Substitute
3			<input type="checkbox"/> Replacement <input type="checkbox"/> Substitute
4			<input type="checkbox"/> Replacement <input type="checkbox"/> Substitute
5			<input type="checkbox"/> Replacement <input type="checkbox"/> Substitute
6			<input type="checkbox"/> Replacement <input type="checkbox"/> Substitute

* **Caliper** the diameter of a tree at 15 cm from the ground.

SIGNATURE

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

Signature of Owner

Signature of Joint Owner

Date

Note: Completing this application does not guarantee approval. Your application will be reviewed, and you will be contacted regarding the outcome.

Fee Type	Amount	Required	Notes	Office Use
Significant Tree Cutting/Removal	\$100	<input type="checkbox"/> Yes <input type="checkbox"/> No	Application requires Council approval	MS – TREE-S
Permit Amendment	\$25	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amendment to an existing permit	MS – TREE-A
Replacement Tree (non-refundable)	\$500	<input type="checkbox"/> Yes <input type="checkbox"/> No	To cover the cost of purchasing, planting and 1 year maintenance of a replacement tree on City property. Applicable if a replacement tree will not be planted on the private property subject to the permit	MS – TREE-R
Replacement Tree Security For each Replacement Tree For each Substitute Tree	\$500 \$350	Number of Trees x _____ x _____	\$ _____ Replacement Trees \$ _____ Substitute Trees	MS - DAMDEP

Permit Status

- Approved – Make a copy of the permit for Cash Receipting and filing
- Denied – No fee to be collected

PAID STAMP

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.

TREE PROTECTION BYLAW INFORMATION

The following information was obtained from **Tree Protection Bylaw No. 3135**. This Bylaw should be reviewed prior to any works being undertaken. Additional information including Duncan’s Urban Forest Strategy, Preferred Tree List, and guides for urban forest management can be found online at www.duncan.ca.

REPLACEMENT TREES

A Replacement Tree must be of a species that will grow to 30 cm DBH or greater at maturity.

Each Protected Tree removed shall require **two (2)** replacement trees up to a maximum total at which the property will reach the Tree Density Target.

Notes:

- As an alternative to Replacement Trees, Substitute Trees may be planted – see next section.
- If the Protected Tree removed is a **Hazard Tree**, only one (1) replacement tree shall be required up to a maximum total at which the parcel achieves the Tree Density Target, or alternatively two (2) substitute trees shall be required on a parcel where at least one (1) protected tree is retained.

For tree removals on properties containing a single-family dwelling that is not related to demolition or construction of a new single-family dwelling, the replacement tree must be planted in accordance with the requirements listed below in **Table 1**.

Table 1		
Coniferous Replacement Trees	Deciduous Replacement Trees	
Min. Height	Min. Height	Min Caliper*
2.0 m	2.0 m	6.0 cm

For tree removals under a permit related to construction, demolition, Rezoning, Development Permits, Subdivisions or Building Permits, and for all properties not containing single family dwellings, the replacement trees must be planted in accordance with the requirements listed below in **Table 2**.

Table 2			
DBH* of Tree Cut or Removed	Coniferous Replacement Trees	Deciduous Replacement Trees	
	Min. Height	Min. Height	Min. Caliper*
Up to 30cm	2.5 m	2.0 m	6 cm
30-60 cm	3.5 m	2.0 m	8 cm
60cm +	4.5 m	2.0 m	10 cm

* Caliper size is the diameter of a tree at 15 cm height from the ground.

Note: Replacement trees listed in Table 2 must be spaced from existing trees and other replacement trees in accordance with an approved landscape plan, and in all cases must meet, and be planted in accordance with the current BCSLA (British Columbia Society of landscape architects) or BCLNA (British Columbia Landscape & Nursery Association) Landscape Standards. For additional information please refer to the Tree Protection Bylaw.

TREE DENSITY TARGET

The Tree Density Target measures the number of Protected Trees on a property and sets a target to achieve. The number of Protected Trees includes existing trees that are being retained, i.e. not being cut/removed.

The table below shall be used to reference the number of protected trees required to achieve 50 **protected trees** per hectare:

Parcel Size Area (m2)	Protected Trees Required
< 300	1
300 – 499	2
500 – 699	3
700 - 899	4

For any other **parcel**, the number of **protected trees** required to achieve 50 **protected trees** per hectare shall be calculated by the following formula:

$$\frac{\text{Parcel area (m2)}}{10,000 \text{ (m2)}} \times 50 = \text{Number of Protected Trees required (rounded)}$$

SUBSTITUTE TREES

As an alternative to Replacement Trees, Substitute Trees may be planted instead. **Three (3)** substitute trees are required for every protected tree that is removed. Substitute Trees are only permitted **on a parcel where at least one (1) protected tree is retained**.

Substitute trees are trees species that will grow to less than 30 cm DBH at maturity.
Substitute Trees do not count towards the Tree Density Target on a property.

PROTECTED TREES

Any tree designated as a *Protected Tree* requires a replacement tree(s) to be planted following removal. A tree is considered to be a *Protected Tree* if it meets any of the conditions listed below:

- a) The following tree species 2.0 metres (6.67 feet) or more in height or 7 cm (2.8 inches) in diameter or more when measured 15 cm (6 inches) above natural grade:
 - i. Arbutus (*Arbutus menziesii*);
 - ii. Garry Oak (*Quercus garryana*);
 - iii. Pacific Dogwood (*Cornus nuttallii*);
 - iv. Pacific Yew (*Taxus brevifolia*).
- b) the following tree species when having a D.B.H. of 20 cm (8 inches) or more:
 - i. Douglas-fir (*Pseudotsuga menziesii*); Bylaw No. 3135, 2014
 - ii. Grand Fir (*Abies grandis*);
 - iii. Big Leaf Maple (*Acer macrophyllum*);
 - iv. Western Red Cedar (*Thuja plicata*).
- c) any tree having a DBH* that is 30 cm (12 inches) or more;
- d) any replacement tree;
- e) any tree located within an Environmental or Hazard Development Permit Area designated in the City of Duncan Official Community Plan;
- f) any tree planted or retained as a requirement of a subdivision application, development permit, or building permit;

- g) any Significant Tree*
- h) any tree with evidence of a nest or use by:
 - i. raptors as defined in the Wildlife Act, R.S.B.C. 1996, c. 488; osprey; or a heron colon

SIGNIFICANT TREES

Significant Tree means a tree of significant size, species, or heritage value. A list of the location of all trees designated as *Significant Trees* in Duncan can be found below in **Table 4**:

Table 4					
Label	Address	Common Name	Label	Address	Common Name
A	951 Canada Ave.	Garry oak (x2)	L	442 Ypres St.	Black locust
B	951 Canada Ave.	Beech	M	454 Ypres St.	Black locust
C	675 Canada Ave.	London Plane	N	351 Ypres St.	Red maple
D	375 Jubilee Street	London Plane	O	238 Government St.	Bigleaf maple
E	126 Ingram Street	Bigleaf maple	P	916 Jubilee St.	English oak
F	Charles Hoey Park	London Plane	Q	916 Jubilee St	Garry oak
G	Charles Hoey Park	Red oak	R	540 Cairnsmore	English oak
H	Charles Hoey Park	Red oak	S	371/377 Beech Ave.	Douglas fir
I	Charles Hoey Park	Red oak	T	340 Bundock Ave.	Western red cedar
J	Charles Hoey Park	Red oak	U	McAdam Park	English oak
K	Charles Hoey Park	Red oak	V	303 Festubert St.	English walnut
