

### APPLICANT INFORMATION

Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal code: \_\_\_\_\_

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](mailto:duncan@duncan.ca) or phone: 250-746-6126.

### TREE INFORMATION

Tree Species: \_\_\_\_\_ Tree Cost: \_\_\_\_\_

Installation Address (if different from above): \_\_\_\_\_

Purchase Date: \_\_\_\_\_

### REQUIRED DOCUMENTS

Tree Rebate Program Application form       Photo of planted tree

Copy of receipt for tree purchase       Authorization of Agent form (*if applicant is not the property owner*)

### IMPORTANT INFORMATION

All rebates are issued on a first-come, first-served basis and may take up to six weeks to process. All rebates are subject to availability of funds and the rebate program may be changed or terminated without notice.

How do you prefer to receive your rebate?     Pick-up at City Hall     Mail

### APPLICANT ACKNOWLEDGEMENT

- I hereby certify that the information given is correct.
- I understand that trees must be planted entirely on private property in the jurisdiction of the City of Duncan to qualify for the Tree Rebate Program. To check the jurisdiction of the installation address, visit [duncan.ca/jurisdiction](http://duncan.ca/jurisdiction).
- I understand that submission of an application does not guarantee a rebate.
- I understand that a replacement or substitute tree required under the Tree Protection Bylaw does not qualify for a rebate.
- I understand that that a tree required through a Development Permit Application does not qualify for a rebate.
- By participating in this program, I agree to permit access to a representative of the City of Duncan to inspect this installation for the purpose of ensuring the rebate program requirements have been satisfied.
- I acknowledge that any inspection by City staff is not for the purpose of ensuring the tree has been properly planted and that the City is not responsible for the health or maintenance of the tree, or for any legal issues arising from the planting of the tree.

\_\_\_\_\_  
**Applicant Signature** \_\_\_\_\_  
**Date**

**OFFICE USE ONLY** **File No.: 6300-50**

Application approved?     Yes     No    If no, Reason: \_\_\_\_\_

Date: \_\_\_\_\_ Staff Signature: \_\_\_\_\_