



TREE CUTTING/REMOVAL PERMIT Application

APPLICANT INFORMATION:

Name(s): _____ Company (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 or phone: 250-746-6126.

PROPERTY INFORMATION:

Civic Address: _____ Folio No.: _____

OWNER INFORMATION: (if different from the applicant)

Name(s): _____

Mailing Address: _____ Postal Code: _____

Phone: _____ 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 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.

PROJECT INFORMATION/REQUIREMENTS:

Prune, Top, 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): _____

Trees to be Removed:

Tree #	Species (common name)	DBH* (cm)	Location
1			
2			
3			
4			
5			
6			

* **DBH (Diameter at 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.

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)

Trees to be Replanted (see p.3 – Replacement Trees):

Tree #	Species (common name)	Caliper* (cm)	Tree #	Species (common name)	Caliper* (cm)
1			4		
2			5		
3			6		

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

How will drainage and erosion impacts be controlled?

How will noise and dust impacts be controlled?

ADDITIONAL INFORMATION

In addition to the information requested above, the Director of Public Works & Engineering may also require:

- (a) A Tree Protection Plan as detailed in the Tree Protection Bylaw, including 1) a written report and summary, 2) tree inventory table, 3) tree protection drawing, and 4) Tree protection fencing detail in accordance with Schedule “E” of the Tree Protection Bylaw.
- (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.

FEES:

Fee Type	Amount	Required	Notes	Office Use
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>	MS – TREE-P
Tree Cutting/Removal Permit - Significant Tree	\$100	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Application requires Council approval.</i>	MS – TREE-S
Tree Removal Permit Amendment	\$25	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Amendment to an existing permit.</i>	MS – TREE-A
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 City property (if a replacement tree will not be planted on the property subject to a permit).</i>	MS – TREE-R

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

For tree removals on properties containing a single-family dwelling that is not related to demolition or construction of a new single-family dwelling, one replacement tree must be planted and maintained for each tree cut or removed 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, two replacement trees must be planted and maintained for each tree cut or removed 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.

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;
 - ii. osprey; or
 - iii. a heron colony.

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 3**:

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