



Parks Office
 100 Cook Street
 Victoria, BC V8V 0B9
 Hours: M – F, 8 a.m.–4 p.m.

T 250.361.0600
 E treepermits@victoria.ca
victoria.ca/treebylaw

Tree Permit Application Form

Permit Type:

Removal Pruning Work in Protected Root Zone (PRZ)

Site Address of Tree(s): _____ Application Date: _____

Applicant Information

Name of Applicant: _____

Address: _____

Phone: _____ Email: _____

Applicant Signature: _____

Owner Information (If different than applicant)

Name of Owner: _____

Address: _____

Phone: _____ Email: _____

Site Information

Property type: Single family dwelling Apartment Commercial Other _____

Is this property part of a strata? Yes No

Is there an approved Landscape Plan? Yes No Unknown

Is there an approved Building Permit? Yes No If yes, Building Permit # _____

Is the tree accessible (e.g. locked gate)? Yes No

Is the property rented? Yes No If yes, please ensure that the tenant is notified that a City of Victoria representative will be entering the property.

Does the tree have shared ownership (straddling property line)? Yes No Possibly

Is tree identified (e.g. flagging tape or ribbon)? Yes No

Is there an Arborist Report? Yes No If yes, please attach document.

Tree Information

Tree #	Species (If unknown, describe)	Location (e.g. backyard, southeast)	Reason for Removal, Pruning, or Work in PRZ

Site Plan

If submitting form online:

Please attach an aerial map markup or site plan showing the location of tree(s) with corresponding tree #(s) in box below.

If submitting form by mail/in person:

Please draw a sketch below or attach an aerial map markup or site plan showing the location of tree(s) with corresponding tree #(s) in box below.

Fees

Tree Removal or work in PRZ Permit: \$50 (for first three trees)

Tree Permit for Beneficial Pruning: No charge

Replacement Tree Deposit: \$700 for each replacement tree

Tree Permit Application forms can be submitted:

- online using the electronic form
- by email to treepermits@victoria.ca
- by mail to City of Victoria Parks
- dropped off at City of Victoria Parks office

Important

Please be advised this document is subject to the Freedom of Information and Protection of Privacy Act and access can be requested.

Completion of this application form does not guarantee approval of a Tree Permit.

This information is being collected for the purpose of assessing the Applicant's request for a Tree Permit pursuant to City bylaws. In providing this information, the Applicant has consented to its use for the above-described purpose and declares that all the information provided herein is correct. This information may be shared with applicable City departments and related agencies for the purpose of required inspections and approval of this application.

By submitting this application, you are agreeing to pay the City all necessary fees in accordance with your application. Should your Tree Permit be approved, it will not be issued until the City receives payment for all fees payable.

The Applicant hereby acknowledges that responsibility for ensuring bylaw compliance rests with the owner, the owner's employees, agents and contractors, and that responsibility for ensuring bylaw compliance for each includes responsibility for ensuring all those below him or her comply with the City's bylaws.

The Applicant agrees to indemnify and save harmless the City of Victoria, its officials, employees and agents against claims, liabilities and expenses of every kind, in respect of anything done or not done pursuant to this application or ensuing permit, including negligence and the failure to observe all bylaws, conditions, acts or regulations.

The Applicant hereby authorizes entry onto the aforementioned property by City of Victoria representatives for the purpose of Tree Permit application review.

Owner Signature

Date

FOR OFFICE USE ONLY	Date:
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