



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 (select all that apply):

- Removal
- Pruning
- Work in Protected Root Zone (PRZ)
- Replacement and/or Tree Minimum Requirement

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 If yes and it is for a removal permit, please provide a letter of consent from the other owner(s).

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

Unless exempted, the applicant must supply the following with their application form:

The following information is attached to demonstrate the need to cut, prune or remove any protected tree(s) from the lot:

- Site plan: Please attach a sketch or an aerial map markup or site plan showing the location of tree(s) with tree #(s) corresponding with the table on page 2.

For All Development Related Applications:

- Arborist Report (in accordance with Tree Protection Bylaw [Schedule "C"](#))
- Tree Management Plan and Tree Survey (in accordance with Tree Protection Bylaw [Schedule "B"](#))
- Replacement Tree Plan *if replacement trees are proposed* (in accordance with Tree Protection Bylaw [Schedule "E"](#))
- Survey to identify setbacks *if removals are proposed within 15 m of a watercourse or on a slope with grades >33% over 10 m*

Tree Information

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

*DBH = Diameter at Breast Height, measured at 1.4 m above the existing grade. Note: If you require more space, please attach a list of trees separately. This table does not need to be completed if an arborist report is attached.

Proposed Tree Replacement and Tree Minimum Information

Refer to Tree Protection Bylaw [Section 20 Replacing Trees Removed](#) and [Section 21 Development Related Tree Permits - Achieving Tree Minimum](#)

Replacement Tree #	Proposed Species	Location (e.g. backyard, southeast)

Note: If you require more space, please attach a list of replacement trees separately. This table does not need to be completed if a replacement tree plan or landscape plan is attached.

Tree Permit Application forms and applicable attachments can be submitted:

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

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.

The Applicant hereby acknowledges that the City may require additional information in order to assess this application, as deemed necessary by the City.

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 and security deposits in accordance with your application. Should your Tree Permit be approved, it will not be issued until the City receives payment for all fees and securities payable. Securities will be released as per Section 27 of the Tree Protection Bylaw.

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

Name

Date: _____

FOR OFFICE USE ONLY	Additional information required by the Director:
Date:	

Lot size: _____ Lot: _____ Section: _____ Plan No.: _____