



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
 Web victoria.ca/treebylaw

Tree Permit Extension or Modification Application Form

Tree Permit Extension or Modification Applications Are Required When:

- An extension to the Tree Permit is needed to carry out the permitted work
- Modifications need to be made to the information submitted with the Tree Permit Application or to the Tree Permit conditions

Application Date: _____

Permit Information

Site Address: _____

Tree Permit Number: _____

Permit Holder Contact Information

Name: _____

Address: _____

Phone: _____ Email: _____

Owner Information (if different from above)

Name: _____

Address: _____

Phone: _____ Email: _____

Application Requirements

- ✓ A revised description and site plan showing the location of tree(s) with corresponding tree #(s)
- ✓ When applicable, a revised arborist report, tree management plan, tree survey, and replacement tree plan
- ✓ **All changes must be bubbled and clearly identified**

Details of the proposed changes to the permit plans:

Permit Fees

Edit or modification of a tree permit: \$50

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.

This information is being collected for the purpose of assessing the Applicant's Tree Permit extension or modification 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.

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 associated 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 extension or modification application review.

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

Completion of this form does not guarantee approval of a Tree Permit extension or modification. The City may require the Applicant to apply for a new Tree Permit.

Applicant Name

Applicant Signature

Date

FOR OFFICE USE ONLY

Date: _____