



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

Replacement Tree Confirmation Form

Inspection Request Type:
 First planting inspection
 Final planting inspection

Date: _____

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

Permit Information

Site Address: _____

Tree Permit Number: _____

Permit Holder Contact Information

Name: _____

Address: _____

Phone: _____ Email: _____

Submission Summary

Number of Replacement Tree(s): _____

I hereby confirm that the replacement tree(s) were planted and maintained in accordance with the requirements of Tree Protection Bylaw No. 21-035.

The following **must** be included with your submission:

- ✓ Dated photos clearly showing each tree replacement
- ✓ Site Plan (see next page for details)
- ✓ Invoices for the purchase and/or installation of replacement trees if you wish to claim an earlier date of first planting than the date on this submission

First Planting Inspection ONLY

If a Replacement Tree Plan was submitted with the application, the following information **must** be provided with your first planting inspection form:

1. A memo from the project arborist or landscape architect, inclusive of:
 - ✓ Date of site visit
 - ✓ Photos identifying each replacement tree
 - ✓ Comments on whether or not each tree meets the stock, planting, and health standards required by Tree Protection Bylaw No. 21-035, and noting any deficiencies
 - ✓ Any recommendations to correct deficiencies
 - ✓ A signed statement confirming whether or not the tree(s) were planted in accordance with the Replacement Tree Plan
2. A jpeg file map of the replacement tree location

Site Plan

Please attach and aerial map markup (you can visit [VicMap](#) to export an aerial map) or site plan showing the location of replacement trees in the box below.

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 return of security 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 return of security 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.

Permit Holder Name

Permit Holder Signature

Date

Completion of this form does not guarantee approval of the replacement tree planting or the return of the replacement tree security.

FOR OFFICE USE ONLY Date: _____