

**TREE PERMIT APPLICATION
FORM**

**PART 1: APPLICANT
INFORMATION**

A: PROPERTY INFORMATION

CIVIC ADDRESS(ES):

LEGAL DESCRIPTION(S):

B: APPLICATION TYPE (check all that apply)

This application for a Tree Permit is being made in connection with a:

BUILDING PERMIT (EXTERIOR) <input type="checkbox"/> DEMOLITION PERMIT <input type="checkbox"/> DEVELOPMENT PERMIT <input type="checkbox"/> SOIL REMOVAL PERMIT <input type="checkbox"/> SUBDIVISION <input type="checkbox"/>	<u>OR</u>	NONE <input type="checkbox"/>
<i>This application concerns a "development application" under Tree Protection Bylaw No. 2063. Additional information will be required. Please see Part 3.</i>		<i>This application does not concern a "development application" under Tree Protection Bylaw No. 2063. Additional information may be required to evaluate your application. Please see Part 3.</i>

C: OWNER AUTHORIZATION (sign below)

As registered owner of the subject property(s), I authorize the agent listed below to act on my behalf in relation to the above-noted tree permit application. This includes the authority to apply, discuss, and endorse documents related to the application.

Agent and Company Name	<u>OR</u>	N/A <input type="checkbox"/>
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Owner Name	
Owner Address	City, Postal Code
Phone	Email
Owner Signature	Date

Any personal information provided in this application is collected for the purpose of administering the Local Government Act and the bylaws of the municipality under the Local Government Act and under the authority of those enactments. Enquiries about the collection of personal information can be directed to town@comox.ca

D: SHARED TREES: OWNER AUTHORIZATION

If this application pertains to a Shared Tree as defined in the Tree Protection Bylaw No. 2063, all owners of the Shared Tree must sign a written authorization of this application which must be supplied.

ATTACHMENT		
<input type="checkbox"/> Letter(s) of authorization signed by the owner(s) of all Shared Trees relevant to this application.	<u>OR</u>	N/A <input type="checkbox"/>

PART 2: APPLICATION PARTICULARS

E: EMERGENCY REMOVAL

This application is being made in connection with the cutting of a Regulated Tree which posed an **imminent danger** of falling and injuring persons or property.

Date the cutting occurred: _____

ATTACHMENT: PHOTOS

The entire tree (4 photos, at least 2 sides)

Suspect factor(s)/part of the tree causing the danger (at least 2 photos)

Photos must be clear, well-lit, and reasonably illustrate the tree's condition before cutting took place.

A permit must be issued before the portions of the tree needed by the Town to assess the likelihood of imminent danger can be removed from the Lot. Removing the tree prior to permit issuance is a bylaw offence.

G: PURPOSE OF THE CUTTING OR REMOVAL

Please describe the purpose of the cutting or removal, if not an emergency removal:

F: TREES PROPOSED TO BE CUT OR REMOVED

Unless an Arborist Report has been supplied, please complete the following table for all Regulated Trees to be cut or removed by this application. A Protected Tree is a type of Regulated Tree. See the Town's Tree Protection Bylaw website for more information.

Tree No.	Species	Diameter at 1.4m height (DBH) (cm)	Approximate height (m)	Protected Tree
1				<input type="checkbox"/>

2				<input type="checkbox"/>
3				<input type="checkbox"/>
4				<input type="checkbox"/>
5				<input type="checkbox"/>
6				<input type="checkbox"/>
7				<input type="checkbox"/>
8				<input type="checkbox"/>
9				<input type="checkbox"/>
10				<input type="checkbox"/>

For **Protected Tree(s) only**, please indicate which of the following circumstances applies:

	Tree No(s).
<i>Tree is dead, or more than 50 % of the crown is dead</i>	
<i>Tree is a Hazardous Tree</i>	
<i>Tree is within an approved building footprint or impacts to its tree protection zone will cause damage</i>	
<i>Tree will be damaged by proposed works and services required by the use and density of the Lot</i>	
<i>Tree is damaging an existing building or works and services</i>	
<i>A qualified professional has recommended the tree be removed to mitigate a wildfire hazard</i>	
<i>Tree is an invasive species</i>	
<i>Tree must be removed to comply with another Town bylaw</i>	

H: SUMMARY OF TREES TO BE CUT OR REMOVED

Please enter the number of **PROTECTED** and **REGULATED TREES** to be **CUT OR REMOVED** in the table below. Please include protected trees in the number of regulated trees. A protected tree is a type of regulated tree.

DIAMETER AT BREAST HEIGHT (cm)	PROTECTED TREES	REGULATED TREES

19 or smaller		
20 – 59		
60 – 69		
70 – 79		
80 – 89		
90 – 99		
100 or larger		
TOTAL		

If your application concerns the cutting or removal of a protected tree, you may be asked to supply additional information to support the evaluation of your application.

I: CALCULATION OF REQUIRED REPLACEMENT TREES

Please enter the number of REGULATED TREES to be CUT OR REMOVED in the table below, then calculate the number of required REPLACEMENT TREES.

DIAMETER AT BREAST HEIGHT (cm)	REGULATED TREES to be CUT OR REMOVED		REQUIRED REPLACEMENT TREES
19 or smaller		x 1 =	
20 – 59		x 2 =	
60 – 69		x 3 =	
70 – 79		x 4 =	
80 – 89		x 6 =	
90 – 99		x 8 =	
100 or larger		x 10 =	
TOTAL			

J: CREDIT FOR RETAINED TREES

This application proposes designating ____ Regulated Trees as Retained Trees for the purpose of reducing the number of required replacement trees.

Retained Trees designated in the Tree Permit can be used to reduce the number of required replacement trees to zero, subject to conditions. This reduction is not available to any application that proposes to remove more than 10 Regulated Trees, or to any application that would result, if approved, in more than 10 Regulated Trees having been removed from the Lot during the previous 2 years.

If your application proposes designating Retained Trees to credit against replacement requirements, an Arborist Report may be required. The Tree Permit will authorize the final number of required replacement trees based on your application and any supporting documentation.

PART 3: LIST OF ATTACHMENTS

Under the Tree Protection Bylaw, the Parks Manager has discretion to require additional information wherever they consider it necessary to support the evaluation of an application to cut or remove a Regulated Tree. Your application may be returned with a request for this additional information.

K: REQUIRED ATTACHMENTS FOR AN APPLICATION CONNECTED TO DEVELOPMENT

The following attachments are always required when an application for a Tree Permit has been made in connection with a development application. They may be required to support any application that proposes to designate Retained Trees for the purposes of reducing replacement tree requirements.

Arborist Report

An acceptable arborist report must be completed by an ISA-certified arborist and document the following information:

- *The species, size, and condition of each Regulated Tree*
- *the suitability for retention of each Regulated Tree*
- *the arborist's recommendation for whether each Regulated Tree should be removed, modified, or retained*
- *a summary of the total numbers of regulated trees proposed to be removed and retained*
- *a summary of the total number of Protected Trees proposed to be removed and retained*
- *a summary of the total number of replacement trees required according to this Bylaw*

Tree Management Plan

An acceptable Tree Management Plan must be prepared by an ISA certified Arborist and document the following information:

- *the surveyed locations of all Regulated Trees on the Lot, or on the part of the Lot where site disturbance will impact trees*
- *the Lot's legal boundaries*
- *existing buildings and services*
- *proposed buildings and services*
- *whether each Regulated Tree will be Removed or retained*
- *the location and dimensions of Tree Protection Zones for all Regulated Trees*

- notes describing the measures that will be used to ensure no damage occurs within the Tree Protection Zones of Regulated Trees that will be retained.

L: OTHER ATTACHMENTS THAT MAY BE REQUIRED TO EVALUATE AN APPLICATION

This list is not exhaustive. The Parks Manager may describe other attachments that will be required as part of application intake.

- Tree risk assessment

An acceptable Tree Risk Assessment will be required to justify the removal of a Protected Tree as a Hazardous Tree. A tree risk assessment must be prepared by a qualified arborist carrying the Tree Risk Assessment Qualification of the International Society of Arboriculture; or, where accepted at the sole discretion of the Parks Manager, by a qualified professional who is a certified Wildlife Danger Tree Assessor (Parks Module) in the province of British Columbia.

- Report by a qualified professional in wildfire hazard assessment and mitigation

Applications justifying removal of a Protected Tree on the basis of wildfire hazard must supply an opinion from a qualified professional in wildfire hazard assessment that the cutting or removal of the Tree is required to mitigate a present wildfire hazard. The report must specify the level of hazard at the property, describe the contribution of the tree in question to ignition risk, and consider alternatives to tree removal in making its recommendation.

- Tree replacement plan

A Tree Replacement Plan will be required whenever Replacement Trees are installed on the Lot. The plan should indicate the number, species and location for any Replacement Trees to be installed on the Lot. Sketch plans are acceptable where no Arborist Report and Tree Management Plan will be supplied. For applications in connection with development, the locations of Replacement Trees should be shown on a scale drawing. The Tree Protection Bylaw contains requirements regarding the species selection and siting of replacement trees.

- Photographs of the Lot and or trees

TREE PERMIT APPLICATION FORM

Photos may be supplied to assist the evaluation of your application. Please indicate which trees relevant to this application are depicted on the photograph by maintaining numbering between this application (or Arborist Report) and the photograph.

Sketch Plan

A sketch plan will be required when an application does not provide an Arborist Report/Tree Management Plan but proposes to designate Regulated Trees as Retained Trees to reduce replacement tree requirements. A sketch plan should clearly show the locations and approximate dimensions of the Lot, any Regulated Trees in question, existing buildings, and property lines. For applications seeking to identify Retained Trees, the location, species, and diameter at breast height of trees proposed to be designated must be supplied.

PART 4: PAYMENT OF FEES

A permit fee as specified in the Fees and Charges Bylaw must be submitted before the Town will evaluate this application.

The issuance of a permit in relation to this application may require the payment of additional fees and or securities, such as for cash-in-lieu of replacement tree planting and or securities for replacement and retained trees. Please see the Tree Protection Bylaw for more information.