



Residential Tree Permit Guide

Process

Identify

- 1) Confirm the tree is on your property
- 2) Confirm it is a regulated tree
- 3) Contact the District or a tree service if you need help

Apply

- 1) **Complete a permit application**
northsaanich.ca/trees
- 2) **District staff will conduct an inspection**
- 3) **Pay relevant permit fees and securities to the District**

Proceed

- 1) Pick up your permit and post it on your property at least 48 hours before cutting
- 2) If required, plant replacement tree(s)
- 3) Notify the District after trees are planted to get your deposit back

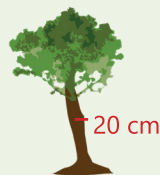


When do I need a tree permit?

A tree permit is required to remove any trees regulated by the District's [Tree Protection Bylaw No. 1548](#).

Regulated Trees

1. A tree with a D.B.H. of 20 cm or greater
2. A protected tree that is:
 - a) A significant tree with a D.B.H. of 60 cm or greater
 - b) Arbutus, Garry Oak, Pacific Dogwood, Pacific or Western Yew, or Shore or Lodge Pole Pine with a D.B.H. of 10 cm or greater
 - c) Tree with a D.B.H. of 10 cm or greater growing in an environmental or steep slope development permit area (DPA) as outlined in the Official Community Plan Bylaw No. 1130.
 - d) Nesting tree
 - e) Replacement tree
 - f) District tree of any size (trees on municipal lands)

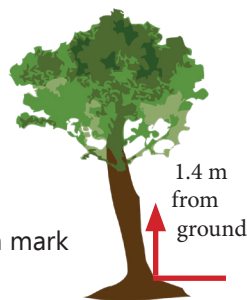


NOTE: For a permit related to subdivision or development, please review the *Tree Permit Guide for Development Applications*

Measuring your tree (D.B.H.)

Diameter at breast height (D.B.H.) is the standard for measuring trees. D.B.H. refers to the diameter of the tree measure at 1.4 meters from the ground up.

- 1) Measure 1.4 metres up the trunk of the tree from the ground
- 2) Wrap a string around the tree trunk at the 1.4m mark
- 3) Measure the length of string to get the circumference of the tree
- 4) Calculate the diameter by dividing the circumference by 3.14 (pi)
- 5) If your tree(s) are multi stemmed at the 1.4m mark, measure the circumference of the three largest stems and calculate the cumulative D.B.H.



Information required for a tree permit

- » Property Information
- » Site information
- » Information related to development
- » Site plan of the tree(s) location
- » Description of the tree(s) (D.B.H., species)
- » Reason for removal

Issuing a Tree Permit

A tree permit may be issued if:

1. You are applying to remove no more than 12 trees per hectare (5 trees per acre), and the property still meets the tree minimum after the removal(s) (minimum: 50 trees/hectare or 20/trees/acre)
2. You are applying to remove a regulated tree that, in accordance with the Tree Protection Bylaw, is:
 - » A high or extreme risk tree, and the risk cannot be mitigated without removing the tree
 - » Dead or dying
 - » An invasive species
 - » Within 2m of a foundation wall
 - » Causing infrastructure damage that cannot be mitigated without removing the tree
 - » Poses a wildfire hazard that cannot be mitigated without removing the tree
 - » In conflict with construction, and it is not possible to relocate or modify construction to retain the tree

Shared Trees

Includes any tree where the base of the tree trunk touches more than one property.

- » permission must be given by all owners of the tree to remove a shared tree.
- » must submit an owner's authorization form from the other owner(s).

Permit Fees

- » Determined during the application review.
- » The Fees and Charges Bylaw outlines the associated costs.



Additional requirements that may apply

District staff will let you know if any additional information is needed to meet the conditions of the Tree Protection Bylaw. Staff will also calculate permit fees and securities for replacement tree requirements if they apply.

Replacement trees

You may be required to plant replacement trees or pay cash-in-lieu or compensation:

1. If you remove a
 - o Significant tree
 - o Tree growing in an environmental or steep slope Development Permit Area
 - o District tree (trees on municipal lands)
2. If your property does not meet the tree minimum after your tree removal(s)

If you are required to plant replacement trees, you will need to provide a refundable deposit of \$250 for each replacement tree required. It will be returned once the tree is planted.

Removing or pruning regulations

