

TREE PERMIT APPLICATION FORM



IMPORTANT: Do not schedule a tree contractor before obtaining your permit. Your permit will be required to be displayed in a visible location at least 48 hours prior to commencing work.

Property Information

Property Address:

Owner Name:

Address:

Email:

Phone:

The owner(s) of the above property, hereby authorize and appoint as our agent for the purposes of the submitted application. All communication and correspondence regarding this application shall be directed to the applicant/agent.

Owner's Signature: _____

Applicant/Agent

Name:

Address:

Company Name:

Email:

Phone:

Site Information

- 1) Do the tree(s) have shared ownership? Yes No Possibly

If yes and you are applying for a removal permit, please complete and submit an [owner's authorization form](#)

- 2) Property access: Are there any special circumstances that would prevent or limit access to the tree (e.g., locked gate or dog)? Yes No

If yes, please describe

Note: District staff will come to review your request during business hours. You do not need to be home.

- 3) How are the tree(s) identified on site
(e.g., flagging tape or ribbon)?

Note: If applying to remove multiple trees, write tree # on ribbon corresponding with the table on page 2.

Unless exempted or providing an arborist report applicants must provide:

A **site plan** indicating where the tree(s) is/are located on the property. Please attach an aerial image of your property or a sketch with the location of the trees indicated with tree #(s) corresponding with the table on page 2. You can get an aerial image of your property from North Saanich's GIS tool at northsaanich.ca/GIS or from the municipal hall.



Application related to development

Is your property subject to a District permit or application related to development?			
Yes	Please state the permit type	and number	
No			
Additional information included			
Arborist report		Tree survey	
Tree management plan		Preliminary lot grading and servicing	
Tree replacement plan		Arborist letter of undertaking	
Arborist confirmation of the installation of tree protection fencing			

Work Requested

Tree # (see site plan)	Species (if known)	Diameter (cm)	Reason for removal*

Attach a separate list if you require more space.

Reason for tree removal request

Annual removal allowance (12 trees/hectare or 5 trees/acre) Protected trees are not eligible.	Construction of principal building*
Construction of a building, structure, or other improvement*	High or extreme risk tree*
Dead or >50% crown dead	Invasive species (declared by the Province of BC or the Invasive Species Council of BC)
Within 2 metres of a foundation wall	Causing infrastructure damage*
Wildfire hazard*	Emergency removal for imminent danger*
Other/comments:	

Fees

Permit fees will be determined during the review of your application. Depending on whether the application is for residential or development, there may be different fees involved. Please see the [Fees & Charges Bylaw](#)

Owner Signature _____

Date

Name (please print)

Any personal information provided in this application is collected for the purpose of administering the Local Government Act, and bylaws of the municipality under the Local Government Act, and under the authority of those enactments. Questions about the collection of the information may be directed to the Freedom of Information Officer foi@northsaanich.ca

NOTE: this section is not required if submitting an arborist report with your application

***The District may require additional information or reports from qualified professionals during the application review.**