



PARKS, RECREATION
& COMMUNITY SERVICES

APPLY FOR A TREE CUTTING PERMIT ON PRIVATE PROPERTY

- The legal property owner, or an authorized agent of the property owner, can submit an application. Please include legal names only.
- You cannot prune a tree on municipally owned land, including trees on boulevards or in parks. Contact us for any tree work on public property.
- Please send this application any supporting documents (e.g., pictures, arborist report, drawings) to parks@saanich.ca and make sure you include your address.
- You can submit this form directly online at <https://www.saanich.ca/EN/main/community/natural-environment/trees/tree-cutting-permit.html> or complete this version on paper and return it to the Saanich Parks office (1040 McKenzie Ave)

This collection of personal information is authorized under the *Local Government Act*, Community Charter and Section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for processing this permit application. Questions can be directed to the District's Privacy Officer at: 770 Vernon Avenue, Victoria BC, V8X 2W7, t. 250-475-1775, e. foi@saanich.ca

Property Owner Information

- If you are an authorized contractor, please fill in the contractor information and the property owner info.
- If you are the owner and have not hired a service to help, please fill in this section only.

Legal First name:			Last name:			
Address for tree removal:	Add. 1					
	Add. 2					
	City:		Prov:		Postal Code:	

Phone:	
Alternate Phone:	
Email:	



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Contractor or Tree Service Information

If you know which tree service or contractor you will use, complete this section to the best of your ability; else, leave blank

Company name						
First name:				Last name:		
Address for tree service firm:	Add. 1					
	Add. 2					
	City:		Prov:		Postal Code:	
Phone:						
Alternate Phone:						
Email:						

Work requested

Please select what you wish to have reviewed for this permit application:

- Request to remove
- Request to alter*
- Request to work in the protected root zone

Where is/are the tree(s) located on the property?

Please be as specific as possible. If able, mark tree with a string or ribbon.

- Front yard
- Back yard
- Left side of building (View from street)
- Right side of building (View from street)
- Large acreage (map attached)

What type of tree? (optional)

Is the tree located in a tree or natural state covenant?

- Yes
- No
- Unknown



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Reason for tree removal request

- 19. a) dead, damaged, diseased or in decline beyond expectation of recovery
- 19. b) impairing, interfering with, or presents a risk or hazard to operation of infrastructure as defined by the Tree Protection Bylaw **Supporting Documents required
- 19. c) i) protected tree centre of the trunk is situated within two (2) metres of an existing foundation wall and cannot be mitigated in any other way than removal of tree
- 19. d) Arborist report documents the protected tree, by virtue of its size and species, is inappropriate for its location **Supporting Documents required
- 19. e) Saanich Fire Prevention Officer, Registered Forester, Certified Arborist, Registered Forest Technician or Registered Professional Engineer states the protected tree is fire hazard with risk only mitigated by removal of tree(s)
- 19. f) Protected tree located on land zoned for agricultural use and removal of tree is necessary to permit the land for agricultural use
- 19. g) Rural Lands removal of one protected tree for each .40458 hectare (1 Acre) in a lot per calendar year (January - December 20XX)

Property Access

Arboriculture Inspectors will come to review your request during business hours. You do not need to be home when they arrive. Please mark the tree so it is clear which tree is to be inspected. Are there any special circumstances that would prevent or limit access to the tree?

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> None. | <input type="checkbox"/> Difficult/Steep terrain |
| <input type="checkbox"/> Dogs | <input type="checkbox"/> Special note added to Additional Comments Section |
| <input type="checkbox"/> Locked gate | |

Additional comments (optional)

Please return completed form to:

Saanich Parks
 1040 McKenzie Ave
 Victoria BC V8P 2L4
 email: parks@saanich.ca
 fax: 250-475-5525 | phone: 250-475-5522