

APPLY FOR A TREE CUTTING PERMIT ON PRIVATE PROPERTY

- The property owner, or an authorized agent of the property owner, can submit an application.
- 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 parks office.

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 a 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.

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

Phone:	
Alternate Phone:	
Email:	

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:

- Remove a protected tree
- Pruning to alter a protected tree
- Prune or remove a tree in a covenant or streamside development area
- Work within a protected tree zone
- Prune a significant tree

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.

What type of tree? (optional)



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

- Yes
- No
- Unknown

Reason for tree removal request

- Dead, dying, diseased or hazardous tree
- Infrastructure damage
- Development related
- Agricultural purposes
- Rural property allotment of one protected tree per acre per calendar year
- Other: _____ -

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"/> Dogs | <input type="checkbox"/> Barriers |
| <input type="checkbox"/> Locked gates | <input type="checkbox"/> Special notifications |
| <input type="checkbox"/> Other: _____ | |

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