



# City of New Westminster Tree Permitting Application Guide: Non-Resident Applicant Stream

This guide will provide you with step-by-step instructions on how to apply for your Tree Permit.

## Step 1 Determine Your Project Type

First, identify the type of project you are involved in.

This application guide is for:

- The construction of a new dwelling,
- Infill housing,
- Laneway house/carriage house,
- Proposed development, or any similar project.

To initiate the permit application process, gather the following:

- Proof of Title,
- Arborist Report
- Site Plan
- Topographical Survey
- Letter of Authorization (if required),
- Building plans
- Site Service Plan
- Letter of Consent (if off-site trees are being requested to be removed)

## Step 2 Gather Required Documentation

## Step 3 Complete the Application

a. Access the E-Apply online portal at [egov.newwestcity.ca/WebApps-new/eApply/Prospero/Dashboard/Template/Welcome.aspx?TemplateName=TREE%20PERMIT%20-%20NON%20RESIDENT%20APPLICANT%20STREAM](http://egov.newwestcity.ca/WebApps-new/eApply/Prospero/Dashboard/Template/Welcome.aspx?TemplateName=TREE%20PERMIT%20-%20NON%20RESIDENT%20APPLICANT%20STREAM)

b. Log into [MyCity](#) or create an account if you don't have one already.

c. Fill out the application form with accurate and detailed information. The person specified as the applicant on the application form must be the same individual making this online submission.

d. Attach the required documents

A \$75 application fee will be due upon submission of application. All remaining fees and securities will be calculated during the review process.

*Application fees are non-refundable.*

## Step 4 Pay Application Fee and Submit Application

## Step 5 Review Process

The City Arborist and relevant divisions will conduct a thorough review of your application. This review process typically takes 4-6 weeks, but it may be longer during periods of high application volume.

Additional documents or revisions may be requested during this stage. Factors that the City Arborist will consider when reviewing permit applications include (but are not limited to): the health of the tree, its significance in the neighbourhood and the proximity of the tree to existing and proposed structures.

If your application is approved, you will be notified by the City Arborist. At this stage, you will be required to pay all remaining need to pay the application fee applicable [permit fees](#). Once all fees are paid, the permit will be issued to you.

*Conditions of tree permit may include conditions regarding the removal, relocation, replacement or retention of a tree(s), and the tree permit holder(s) and the owner(s) must comply with those conditions.*

**Posting of tree permit:** The tree permit must be posted on site in a visible location from the street.

## Step 6 Permit Decision

## Step 7 Commence Work

After receiving the permit, you can proceed with the approved work. Ensure that you adhere to the conditions and requirements specified in the permit. This may include building tree protection barriers, following specific tree removal procedures, or other relevant guidelines.

Tree Protection Barriers:

- Tree protection barriers must remain in place in accordance with the bylaw until City Arborist gives final approval.
- Only after final approval, the fences may come down.
- If work must be performed inside the tree protection barrier, the Project Arborist must be on site to supervise the work.

Retained Tree Process:

1. The Project Arborist must provide a report stating the current health and vigor of all retained trees to [treebylaw@newwestcity.ca](mailto:treebylaw@newwestcity.ca)
2. Retained tree securities are refunded at the discretion of the City Arborist and dependent on the health of the trees

Tree Replacement Process:

1. Replacement tree plan must be in place once work is completed.
2. City Arborist must approve replacement tree plans prior to planting.
3. Replacement trees must be planted within 6 months of permit issuance.
4. Project arborist must submit a report to [treebylaw@newwestcity.ca](mailto:treebylaw@newwestcity.ca) including the species, location, a photo, and outline proper planting procedures for each replacement tree.
5. 40% of replacement tree securities are refunded once confirmation of trees being planted.
6. The remaining 60% is released after the one-year maintenance period and a follow-up report from your Project Arborist is sent to [treebylaw@newwestcity.ca](mailto:treebylaw@newwestcity.ca)

## Step 8 Once Work is Completed...

# Supplemental Information

## Fee Schedule

[See our updated Fee and Rates.](#)

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## Replacement Trees

Tree Removal Permits have a 1:2 replacement tree requirement (hedges are 1 tree per every 4m of hedge). See our [updated replacement tree list](#). Replacement trees must be planted within 6 months of the permit being issued.

### Private Property Tree Planting

Planting trees on private property is an important contribution to our urban forest which provides us all with a number of economic, social, and environmental benefits for now, and for the future. The most effective way to grow a healthy urban forest is to plant the right tree in the right place.

All replacement tree locations and species shall be approved by a City Arborist before planting.

### Size and Species

All replacements shall meet the following the criteria:

- Be at least 3cm caliper; 5-6cm is optimal. Caliper is the diameter of a tree measured 15cm from the top of the root ball
- Reach a minimum height of 5m (20ft) at maturity – approximately 25 years of age
- No weeping, dwarf, hedge, or palm species or varieties
- No fruit-bearing species such as apple, pear, plum, cherry, and peach

*\*We are currently not accepting Japanese maple (*Acer palmatum*) as an approved replacement tree as this species currently makes up 40% of new trees planted on private property*

Trees can be selected off of our Replacement tree list - if there is a tree you are wanting to plant that is not on our list please call or email us to confirm.

### Spacing and Planting Requirements

Replacement trees shall be planted on the site where trees are removed, and be located at least:

- 1m from all property lines, retaining walls, and underground utilities
- 2m from overhead utility lines and power poles
- 2m from hardscaped and impermeable surfaces (unless root barrier installed)
- 3m from any other tree, principle dwelling, or detached secondary dwelling

Please refer to the 'Trees Are Good' pamphlet [here](#) for additional details on proper planting techniques, timing, and tips.

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## Arborist Report

Arborist reports are required to have a basic format. The purpose of the arborist report is to convey current tree inventory details on a particular site and provides recommendations for tree management or removals.

All arborist reports must be type written and be sufficiently clear in the details presented to the City for review. Outlined below is a guideline to assist in providing a concise and comprehensive arborist report for submission.

A completed arborist report will state specific information related to the consulting arborist and property site in question. This information must be seen on the report for it to be reviewed by the City. Generally, this information is placed in the introduction of the report and includes:

- The civic address of the site
- Arborist name and company information (including contact information)
- Arborist credentials, ISA certification number, and tree risk assessor qualification
- Valid City of New Westminster business license
- Proof of professional liability insurance
- Property owner name and contact information
- Date and time of site visit
- Site description and conditions at time of site visit
- Date of the arborist report submission
- Arborist inspection scope of work
- Brief description of proposed works on the site (if applicable)

Specific information is required for all trees located on the property and adjacent to the site. This detailed information, along with any recommendations is required in either a table or similar format.

### **Current Tree Inventory (in a table format and in plan)**

Including but not limited to the following items:

- Location of trees including numbering of all trees on the site.
- Location including numbering of all neighbouring properties trees within 4m of property line, or trees that have a crown encroaching on the property.
- Location and circumference including numbering of trees on adjacent City property.
- Tree genus and species (including both scientific and common names).
- Trunk diameter at breast height (DBH) and estimated tree height.
- Site history and current condition.
- Tree condition assessment, including:
  - Tree health evaluation.
  - Any prior tree works.
  - Any observed tree damage or issues.
  - Tree risk rating and identification of targets (if tree is considered to be a risk).
- Tree structure
- Dripline measurements.
- Critical root zone area (CRZ).
- Any observed wildlife uses, including active birds nests.

### **Impact Assessment and Mitigation Measures**

- Assess the potential impact by the proposed development on the health of the existing trees and potential hazards to them during construction.
- Arborist recommendations for tree management or removals (additional details on tree management and removals below). All neighbouring trees need to be protected. Arborist to comment on required necessary design changes to ensure viability of trees.

*Any recommendations by the arborist in the tree inventory table related to tree management or removals must include the reasoning for the recommendation. Focus should be on tree retention options over proposing tree removal wherever appropriate.*

Arborist recommendations for tree management or removals on the site must include:

- Identification of tree(s) to be retained on-site, including the following:
  - Recommendations for tree retention.
  - Methods required to retain the tree(s).
  - Potential or probable impacts to retained trees.
  - Any requirements for arborist supervision on-site.
  - Any maintenance requirements during development.
- Identification of all proposed trees for removal, including the following:
  - Recommendations for removal.
  - Reasoning for the tree removal recommendation.
  - Options for possible tree retention over tree removals.

## **Photographs**

All submitted arborist reports must be accompanied with current photographs of the trees on the site. All images must be clear, in colour format and labeled with relevant information.

Photographs are required for all the trees on the property, along with any adjacent trees to the site that might be impacted. This includes but is not limited to the following:

- One or more images of the entire site.
- Image(s) of each tree on the site.
- Closer images of any relevant tree issues.
- All photographs labeled with tree numbers, descriptions and information.

## **Tree Protection Plan**

All arborist reports related to proposed development on a particular site will also require a tree protection plan. Guidelines for the requirements in a tree protection plan are detailed separately.

- Tree protection plan (mandatory for development sites).

## **Level of Inspection**

Arborist reports are required to include the level of inspection and any limitations with the inspection processes. The report must be signed by the consulting arborist stating the information contained in the report is accurate.

- Level of tree inspection.
- Any limitations encountered during the inspection.
- Signature of the arborist confirming the report.

## **Tree Protection Plan**

All arborist reports related to development on a property site must include a tree protection plan. The purpose of the tree protection plan is to convey all possible impacts on the current tree inventory from any proposed site changes. This detailed plan must be submitted with the arborist report for review by the City. Outlined below is a guideline to assist in providing a comprehensive tree protection plan for submission.

All submitted tree protection plans to include a site plan with detailed information specific to the trees on the property and possible impacts or changes from the development and be based on a tree survey.

## **Tree Survey**

A tree survey, completed by a registered BCLS surveyor should be used as the base for the Tree Protection Plan.

The survey needs to include the following:

- The location and diameter at breast height (DBH) of all trees, for any specimen  $\geq 20$ cm DBH on site, on adjacent lots or city lands within 4m of the property line and would require a tree protection barriers. Provide north arrow, scale, and surveyor company.

## **Site Plan**

Site plan identifying details that will impact the current tree inventory, including;

- Location and numerical identification of all onsite and adjacent trees, including both adjacent private and City-owned trees that might be impacted through development.
- Critical root zones (6 x DBH or 1m + dripline, whichever is greater)
- Property lines.
- Existing and/or proposed building footprint(s). Ensure to show the most current architectural drawings including the extent of any parkade and excavation proposed.
- Any proposed access points to the site.
- Underground and aboveground utilities including any underground utility changes on site.
- Existing and/or proposed hardscape, such as;
  - Retaining walls
  - Driveways
  - Parking pads
  - Patios
  - Walkways
  - Existing grades and proposed finished grades
- Legend and scale

All trees to be retained or proposed for removal must be denoted on the site plan with further relevant information in a table format on each tree.

### **Identification of Trees to be Retained**

Identification of tree(s) to be retained on-site, including:

- Tree identification numbers.
- Tree genus and species (Including both botanical and common tree names).
- Tree diameter at breast height (DBH) and critical root zone areas (CRZ) and estimated tree height.
- Any mitigation methods required for tree retention, such as:
  - Arborist supervision areas identified.
  - Location and dimensions for tree protection fencing (metric)

### **Identification of Trees to be Removed**

Identification of all proposed trees for removal, including:

- Tree identification numbers.
- Tree genus and species (Including both botanical and common tree names).
- Tree diameter at breast height (DBH) and critical root zone areas (CRZ) and estimated tree height.
- Tree transplanting details on-site (if required).

## **Tree Replacement Plan**

Identification of all proposed replacement trees on proposed site plan. See site plan requirements listed above under tree retention plan. Refer to Tree Bylaw No.8888 for tree replacement requirements. Generally, these requirements include:

- Hazard tree replacement 1:1
- General removal 2:1 tree replacement
- Tree identification numbers for all trees.
- Tree genus and species (including both botanical and common tree names).
- Caliper size (min. 3-5cm).
- Show all existing trees. Ensure proposed replacement trees are not in conflict with existing trees.
- Trees must be located 1m off property lines and min. 3m from dwellings. Select suitable species for tight spaces.
- Ensure proper spacing from overhead/underground utilities, buildings, hardscape surfaces, and overhangs.
- Include all overhead and underground utilities and ensure trees are not in conflict minimum 1m clearance from water lines and other underground utilities.
- Spacing, stock and planting must conform to the latest edition of the Canadian Landscape Standards.
- Select trees that are drought tolerant unless they are irrigated or the site is naturally moist in the summer. Refer to climate adaptive tree species guide.

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## **Next Steps**

The City will review submitted arborist reports, tree protection and tree replacement plans. If the submission does not meet requirements or does not have sufficient details, the City will return comments to the applicant for any revisions.

After changes are made, a revised submission will then need to be resubmitted for review and approval. No works shall commence on the site until approval has been given, a tree removal permit has been issued, all recommended tree protection measures are in place, and the site has been inspected and approved by the City.

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## **Supporting Information**

- [Trees and Construction](#)
- [Why Hire an Arborist?](#)
- [Trees and Turf](#)
- [Trees and Utilities](#)

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## **Contact Us**

For further information, please reach out to us at [treebylaw@newwestcity.ca](mailto:treebylaw@newwestcity.ca)