City of New Westminster
Tree Permitting Application Guide:
Resident Applicant Stream - Dead Tree Removal Request

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 removal of Dead Trees.

Step 2
Gather Required Documentation

To initiate the permit application process, gather the following:
- Proof of Title or Copy of most recent Property Taxes
- Photograph of Tree
- Letter of Authorization (LOA) (if required)
  - The LOA form is required when designating an authorized representative, who is not the property owner(s), to interact with the city on behalf of the property owner(s) or when the property is stratafied.

Step 3
Complete the Application

a. Access the E-Apply online portal at https://egov.newwestcity.ca/WebAppsnew/eApply/Prospero/Dashboard/Template/Welcome.aspx?TemplateName=TREE%20PERMIT%20-%20DEAD%20TREE(S)%20REMOVAL%20REQUEST

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

Step 4
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, including an Arborist Report, or revisions may be requested during this stage.

Step 5
Permit Decision

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.

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

After receiving the permit, you can proceed with the approved work. Ensure that you adhere to the conditions and requirements specified in the permit.

Step 6
Commence Work

Step 7
Once work is completed...

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
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. Project 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 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

Supplemental Information

Fee Schedule

See our updated Fee and Rates

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.

Supporting Information

- Trees and Construction
- Why Hire an Arborist?
- Trees and Turf
- Trees and Utilities

Contact Us

For further information, please reach out to us at treebylaw@newwestcity.ca