



# City of New Westminster Tree Permitting Application Guide: Small Projects

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:**

- Construction of accessory building that is not a dwelling
- Construction of an addition to existing dwelling or accessory building that is not a dwelling
- Interior/Exterior renovation
- Oil Tank Removal
- Drain Tile
- Roofing/Solar panel installation
- Other small projects that are within the CRZ of on-site or off-site trees.

**To initiate the permit application process, gather the following:**

- Proof of Title
- Site Plan

**- Letter of Authorization (LOA) (if required)**

An LOA is required when designating authorized representatives, who are not the property owner(s), to interact with the city on behalf of the property owner(s) or if the property is stratified.

**If available:**

- Building plans
- Topographical Survey
- 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

- Access the E-Apply online portal at <https://egov.newwestcity.ca/WebAppsnew/eApply/Prospero/Dashboard/Template/Welcome.aspx?TemplateName=TREE%20PERMIT%20-%20SMALL%20PROJECT>
- Log into [MyCity](#) or create an account if you don't have one already.
- 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.
- Attach the required documents

*Please note that incomplete applications will not be accepted or reviewed.*

An application fee may be due upon submission of application. All remaining fees and securities will be calculated during the review process.

*Application fees may be 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, including an Arborist Report, or revisions may be requested during this stage.

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. 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](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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## 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](mailto:treebylaw@newwestcity.ca)