



NEW WESTMINSTER

Tree Removal and Protection Permit Application

Development Services- Building Division
511 Royal Avenue
New Westminster, BC V3L 1H9
Tel: 604-521-3711

Site Address:	Application Date:
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Registered Owner (please print):	Preferred method to be contacted: <input type="checkbox"/> email <input type="checkbox"/> phone
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Name:	Email:	Phone Number(s):
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Address of Applicant:	Postal Code:
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Applicant (this section to be completed only when the applicant is not the registered owner of the lot):

Name:	Email:	Phone Number(s):
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Address of Applicant:	Postal Code:
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Arborist Name or Company Name (please print):

Name:	Email:	Phone Number(s):
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Type, Diameter and Reason for Removal

	Type/ Species of Tree	Diameter (cm)	Reason for Removal
Tree #1			
Tree #2			
Tree #3			

List attached for additional trees Proposed Scale, Timing _____
and Method of Removals _____

Check all application materials submitted:

Required:

- | | |
|---|--|
| <input type="checkbox"/> Application Fee (\$75)
<input type="checkbox"/> Site Plan or Tree Survey (4 copies)
<input type="checkbox"/> Photograph(s) of site and trees
<input type="checkbox"/> Proposed methods for access site, erosion control, manage runoff and protect retained trees
<input type="checkbox"/> Letter(s) of Authorization
<input type="checkbox"/> Plumber Report (as required)
<input type="checkbox"/> Proof of Title (within 72 hours)* | <input type="checkbox"/> Tree Protection Plan (4 copies)**
<input type="checkbox"/> Tree Replacement Plan (4 copies)**
<input type="checkbox"/> Arborist Report*
<p>* Required unless exempted by the Director of Parks, Culture and Recreation</p> <p>** Indicates requirements that may be exempted for hazardous tree removal permit with appropriate supporting documentation</p> |
|---|--|

Replacement Trees Required for each hazardous tree removed= 1
Replacement Trees Required for each tree removed= 2
No. of Retained/ Protected Trees:
No. of Replacement Trees:

As registered owner or authorized agent for owner, I am aware of, understand and intend to comply with all regulations and requirements of "City of New Westminster Tree Protection Bylaw, 2015, No. 7799" and certify that all information provided with this application is correct and true. I acknowledge that responsibility for ensuring bylaw compliance rests with the owner, the owner's employees, agents and contractors, and that responsibility for ensuring bylaw compliance for each includes responsibility for ensuring all those below him or her comply with the bylaw.

Signed at New Westminster, BC on _____ date

Signature of Owner	Signature of Authorized Agent for Owner
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Application Requirements (for information only):

Unless exempted by the Director of Parks, Culture and Recreation, the applicant must submit the following:

Application Phase:

- Application fee
- Complete application form including address and legal description of property
- Written consent from owner (if applicant is not the owner of the lot)
- Written purpose and rationale for each proposed tree cutting or removal
- Site Plan or Tree Survey with location of tree(s) clearly indicated
- Photographs showing the tree in its setting, the entire tree and the problem
- Details of the scale, methods, and timing of proposed cutting or removal of trees.
- Proposed methods to access the site, control erosion, manage runoff, and protect retained trees
- For shared trees (trees on both sides of a property boundary): written authorization from the neighbours who share ownership
- For applications from strata councils, management companies etc.: a letter, with contact information, stating that the applicant is authorized to apply for tree removal on behalf of the strata
- Other information may be requested as required (e.g. BCLS survey, plumber's certificate, etc.)
- Proof of Title (within 72 hours)*
- Arborist Report prepared by an ISA certified arborist**
- Tree Protection Plan prepared by an ISA certified arborist (showing tree protection zones as per City Standards)**

* Required unless exempted by the Director of Parks, Culture and Recreation

** Indicates requirements that may be exempted for hazardous tree removal permit with appropriate supporting documentation

At Permit Issuance:

- Tree Replacement Commitment Letter
- Tree Replacement Plan (prepared by an arborist or LA)**
- Permit fee
- Securities fee

Replacement Trees:

- Photograph of Replacement Tree Planted (6 months from issuance of permit)
- Photograph of Replacement Tree (1 year from planting)
- Notice from ISA certified arborist that all Replacement Trees have been planted and maintained for period specified**
- Notice from ISA certified arborist that all Retained Trees have been protected and maintained for period specified**

For Office Use only:

Date Received:	No. Removed Trees:	Tree Permit Fee:
Lot No.:	No. Retained Trees:	Retained Trees Securities:
Application Fee Paid <input type="checkbox"/> Yes <input type="checkbox"/> No	No. Replacement Trees:	Replacement Trees Securities:
Comments:		Staff Initials: