

CITY OF COURTENAY Planning Services 830 Cliffe Avenue Courtenay, BC V9N 2J7 Tel: 250-703-4839 Fax: 250-334-424 Email: planning@courtenay.ca

TREE CUTTING PERMIT APPLICATION & PRUNING PROTECTED SPECIES

Courtenay, BC V9N Tel: 250-703-4839 Fa Email: planning@col	ax: 250-334-4241					
All properties within the City		ect to Tree Protectio	on and Manage	ment Bylaw No. 2850, 2017.		
For more information on the Tree	Bylaw and how it may af	ffect your property, vis	it <u>www.courtena</u> y	<u>y.ca/trees</u> or inquire at City Hall.		
REGISTERED OWNER	OF PROPERTY	APPLICAN	APPLICANT INFORMATION (IF NOT PROPERTY OWNER)			
Business Name:		Business Name:				
Contact Name:		Contact Name:				
Address:		Address:				
City:	Postal:	City:		Postal:		
Tel:	Fax:	Tel:				
Email:		Email:	Email:			
Owner Signature: Separate letter may be submitted demonstrating Owner's behalf.		Applicant's Signature:				
*By signing, the owner (or applicant if Tree Protection and Management Bylo birds (occupied nests may not be dest	aw No. 2850 including an					
	PROPERT	TY INFORMATION	N			
Legal Description:		Lot Size (metric)	:			
		Net Developable Hectare (for greenfield properties): <i>Infill properties</i> = smaller than 4000m ² . <i>Greenfield</i> = larger than 4000m ² . <i>Net Developable Hectare</i> = land area available for development not including public highways, utilities, structures and the allocation of lands for public parks, landscaping, Environmentally Sensitive Areas.				
Civic Address:		Tree Density Target (TDT) number for subject property: To find the TDT for individual properties click on the map on <u>www.courtenay.ca/trees</u> OR multiply your lot size in metric by 0.005				
IS THE TREE CUTTING	PERMIT IN RELATI	ON TO ANY OF T	HE FOLLOWI	NG APPLICATIONS?		
	(SELECT APPLICAT	BLE FROM THE FOLL	OWING)			
BUILDING PERMIT OR DEM	ENVIRONME	ENVIRONMENTAL DEVELOPMENT PERMIT				
DEVELOPMENT PERMIT OF	VARIANCE	SUBDIVISION APPLICATION				
REZONING APPLICATION		OTHER: PLEASE	HER: PLEASE EXPLAIN			
IS THE TREE CU	TTING PERMIT FOR (SELECT APPLICAE	R THE REMOVAL (BLE FROM THE FOLL		TED SPECIES?		
GARRY OAK	PACIFIC D	OGWOOD	🗌 ARBU	ITUS		
□ WESTERN WHITE PINE	PACIFIC (c	DR WESTERN) YEW	' 🗌 TREM	IBLING ASPEN		
PROJECT DESCRITION INCLUDE RATIONALE FOR TREE REMOVAL AND STEPS TAKEN TO PRESERVE EXISTING TREES. IF PRUNING A PROTECTED TREE PLEASE INDICATE HERE						

SITE SKETCH PLAN (OR ARBORIST REPORT)					
This page contains space to sketch a site plan. An additional page may be included. This section does not have to be completed when arborist reports are submitted. For more information on arborist reports and when required, visit <u>www.courtenay.ca/trees</u>					
Please ensure that the following information is included:					
Property lines					
Streets and lanes					
 Registered Statutory Right of Ways, Easements, Covenants, etc. 					
 Current buildings and proposed building(s) if applicable 					
Overhead utility lines					
Environmentally sensitive areas					
Location of trees to be removed					
Location of remaining trees on site including their root protection areas.					
(Groups of trees may be shown as a singular group. Neighbouring trees with root protection areas on the subject property should also be shown).					
Please number all trees.					
(Species and Diameter at Breast Height information required for removed trees on the next page)					
Location of replacement trees (where applicable)					

TREE INFORMATION (OR ARBORIST REPORT) For each tree removed, please include the following information. Include additional pages if necessary. This section does not have to be completed when arborist reports are submitted that contain this information.					
does not	Species	Size (Diameter at Breast Height) in cm		this information. Number (from site sketch or arborist report)	
			(ITOIII SILE SKE		
		FEES & CHARGES			
Propertie	as smaller than 2000m^2 or on	ly 2 trees removed from any lot size:		\$50	
		\$100			
	es between 2,000m ² and 4,000 es larger than 4,000m ² :			\$250/4,000m ²	
	us tree removal and pruning p	protected species:		NO FEE	
	Certificate of Title			\$12	
current				ψ12	
REPLACEMENT AND SECURITIES FORMULA Replacement trees (and securities) are required when the number of trees remaining on the subject property <i>following</i> removal falls below the <i>Tree Density Target (TDT)</i> for said property. Greenfield properties (those over 4000m ² in size) are to achieve the TDT by retaining trees wherever safe to do so. If the tree being removed is a protected species, 3 replacement trees of the same species are required per tree removed, regardless of how many trees may be on the property. Hazard trees that are not protected species are to be replaced at 1:1. If the tree being removed is not a protected species, use the table below to determine if and how many replacements required:					
Line No.				Please Fill In	
	Llow many troop will romain	on the subject property ofter the tree(c)	hac hoop		
1.	 How many trees will remain on the subject property after the tree(s) has been removed? For infill properties (smaller than 4000m²), a tree as small as 2cm Diameter at Breast Height (DBH), or from a 5 gallon pot may be counted. For greenfield properties (larger than 4000m²), this number must not be lower than 25 trees per net developable hectare of minimum 20cm DBH size, unless there are no such trees currently on the subject property. Greenfield properties should always consult with the City prior to application. 				
2.	What is the Tree Density Tar				
	This number was requested on page 1 of the application form.				
Result:					
FILL OUT THE FOLLOWING SECTION IF REPLACEMENT TREES ARE REQUIRED Reminder that greenfield properties that do not retain the TDT have different replacement tree options than infill properties. Consult <u>www.courtenay.ca/trees</u> the Bylaw and City staff to ensure the table below is completed correctly.					
3.	How many replacement tree property?	es are required to meet the TDT for the su	ubject		
4.	How much is your security fe	ee?		\$	
	5 5	/replacement tree are required. These will be retur	ned one year		
		l landscaping plan with a Development Permit appl placement requirement will be included with said la			
5.		ne public Tree Replacement Fund to mee		No. of Trees:	
	es you are				
	contributing to the Tree Rep		And t		
	To meet the replacement requirem	And \$			
	elsewhere. If you would like to use	eplacement Fund which will be used by the City to this option, please indicate how many trees you are nount is non-returnable. Please initial the box to in	e dedicating to	Initial:	

FILL OUT THE FOLLOWING SECTION IF TREE PROTECTION SECURITIES ARE REQUIRED A \$1,000 security per tree is required for working within 10m of the dripline of a protected species.						
6.	How many protected species trees are within 10m c	f the development activity?				
7.	How much is the total Tree Protection Security?		\$			
	REQUIRED	SUBMISSIONS				
Submission materials with an * may be submitted electronically to <u>planning@courtenay.ca</u> If submitting electronically please include the address of the property and the applicant's name and contact information. Please write in the section below if an item will be provided by email. Applications will only be considered complete once all submission materials have been submitted .						
	Completed Application signed by the registered owners, ownitten Strata Council approval (if applicable)	or written authority for an agent to act on	behalf of the owner and			
	Certificate of Title * dated no more than 5 business days shall also include copies of any easements and covenants (t					
	Application Fee & Securities (if applicable) see pages 3 and	4 of this form:				
	Fee: Replacement security:	Tree Fund contribution: Prote	ection security:			
	At least three colour photos of each tree to be removed showing: the whole tree, the defective part (where applicable) and the tree in context at a distance. * If a stand of trees is scheduled for removal as part of a development application, photos at a distance are sufficient.					
	 For Hazardous Trees the arborist must sign the section below: Or the Arborist may submit a separate letter or email confirming this. * Or where a tree is clearly dead, a photo may be submitted to the City confirming this in lieu of an Arborist statement. * 					
	Where removal may result in significant wind exposure to confirm that tree removal will not cause a hazardous con	dition to adjacent trees.	the section below to			
	Or the Arborist may submit a separate letter or email o	onfirming this. * L SUBMISSIONS				
The f	following may be required (typically only for greenfield p					
	Completed Application signed by the registered own the owner and written Strata Council approval (if ap	• •	to act on behalf of			
	*Required reports from a qualified professional as	specified in Section 11 of the Bylaw.				
	ADDITIONAL SIGNA	TURES (AS APPLICABLE)				
DECLARATION OF INTERNATIONAL SOCIETY OF ARBORICULTURE (ISA) ARBORIST confirming that the tree(s) is hazardous as determined by ISA Hazard Tree assessment criteria and that there are no mitigation or tree care measures that can be reasonably undertaken to retain the tree. If the Hazardous Tree is a protected species or within an Environmentally Sensitive Area, the Arborist must hold Certified Tree Risk Assessor Qualification						
	e which trees in the application the hazard statemen e application:	t applies to by number (see page 2), it	f not all the trees listed			
	pany: Phone:	Email:				
Nam	e (print):	ISA Number:				
	ature:	Date:				
DECLARATION OF INTERNATIONAL SOCIETY OF ARBORICULTURE (ISA) ARBORIST confirming that tree removal will not cause a hazardous condition to retained trees including trees on neighbouring properties.						
If the ISA arborist recommends mitigation measures to retained trees, please state here. Reference individual trees by number where applicable. An additional page may be included:						
Signature: Date:						
DECLARATION OF ADJACENT PROPERTY OWNER						
This declaration is required when the trunk of the tree(s) at ground level straddles, or is bisected by, the property line of the lot.						
certify that I/We give our consent to have the identified tree(s) in this application form removed.						
Signature: Date:						
IF A TREE CUTTING PERMIT IS ISSUED, YOU WILL BE REQUIRED TO ENSURE EROSION AND SEDIMENT CONTROL MEASURES ARE IN PLACE FOR DISTURBED SOILS AND YOU MAY BE REQUIRED TO CONFIRM THAT RETAINED TREES ARE PROTECTED THROUGHOUT DEVELOPMENT.						