



## 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 [www.courtenay.ca/trees](http://www.courtenay.ca/trees)

**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.

Species	Size (Diameter at Breast Height) in cm	Number (from site sketch or arborist report)

**FEES & CHARGES**

Properties smaller than 2,000m <sup>2</sup> or only 2 trees removed from any lot size:	\$50
Properties between 2,000m <sup>2</sup> and 4,000m <sup>2</sup> :	\$100
Properties larger than 4,000m <sup>2</sup> :	\$250/4,000m <sup>2</sup>
Hazardous tree removal and pruning protected species:	NO FEE
Current Certificate of Title	\$12

**REPLACEMENT AND SECURITIES FORMULA**

Replacement trees (and securities) are required when the number of trees remaining on the subject property *following* removal falls below the **Tree Density Target (TDT)** for said property. Greenfield properties (those over 4000m<sup>2</sup> 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
1.	How many trees will remain on the subject property after the tree(s) has been removed? - For <b>infill properties</b> (smaller than 4000m <sup>2</sup> ), a tree as small as 2cm Diameter at Breast Height (DBH), or from a 5 gallon pot may be counted. - For <b>greenfield properties</b> (larger than 4000m <sup>2</sup> ), 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 Target for the subject property? This number was requested on page 1 of the application form.	
<b>Result:</b>	Are you required to plant replacement trees? If the number in Line 1 is greater than in Line 2, you are not required to plant replacement trees unless the removed tree is a protected species.	Circle: Yes or No

**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 [www.courtenay.ca/trees](http://www.courtenay.ca/trees) the Bylaw and City staff to ensure the table below is completed correctly.

3.	How many replacement trees are required to meet the TDT for the subject property?	
4.	How much is your security fee? Security fees in the amount of \$300/replacement tree are required. These will be returned one year following photo submission of tree planting. For properties that require a formal landscaping plan with a Development Permit application, indicate here if the securities for the tree replacement requirement will be included with said landscape plan.	\$
5.	Will you be contributing to the public Tree Replacement Fund to meet any of your replacement tree requirements? If so, please indicate how many trees you are contributing to the Tree Replacement Fund (each tree is \$300). To meet the replacement requirement number from Line 3 you may plant trees on the subject property and/or pay into the Tree Replacement Fund which will be used by the City to plant trees elsewhere. If you would like to use this option, please indicate how many trees you are dedicating to the Tree Replacement Fund. This amount is non-returnable. Please initial the box to indicate that you have read this section.	No. of Trees:  And \$  Initial:

