



CITY OF COURTENAY
 Planning Division
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 Email: planning@courtenay.ca

TREE CUTTING PERMIT APPLICATION & PRUNING PROTECTED SPECIES

All properties within the City of Courtenay are subject to Tree Protection and Management Bylaw No. 2850, 2017.

For more information on the Tree Bylaw and how it may affect your property, visit www.courtenay.ca/trees or inquire at City Hall.

REGISTERED OWNER OF PROPERTY		APPLICANT INFORMATION (IF NOT PROPERTY OWNER)	
Business Name:		Business Name:	
Contact Name:		Contact Name:	
Address:		Address:	
City:	Postal:	City:	Postal:
Tel:	Fax:	Tel:	Fax:
Email:		Email:	
Owner Signature: <i>Separate letter may be submitted demonstrating Owner's consent for Applicant to act on their behalf.</i>		Applicant's Signature:	
<p><i>*By signing, the owner (or applicant if acting on behalf of the owner) acknowledge responsibility to adhere to all regulations within the Tree Protection and Management Bylaw No. 2850 including any issued permits and senior government regulations regarding nesting birds (occupied nests may not be destroyed).</i></p>			
PROPERTY INFORMATION			
Legal Description:		Lot Size (metric): _____ Net Developable Hectare (for greenfield properties): _____ <i>Infill properties = smaller than 4000m².</i> <i>Greenfield = larger than 4000m².</i> <i>Net Developable Hectare = land area available for development not including public highways, utilities, structures and the allocation of lands for public Parks, landscaping, Environmentally Sensitive Areas.</i>	
Civic Address:		Tree Density Target (TDT) number for subject property: _____ * To find the TDT for individual properties click on the map on www.courtenay.ca/trees OR multiply your lot size in metric by 0.005	
IS THE TREE CUTTING PERMIT IN RELATION TO ANY OF THE FOLLOWING APPLICATIONS? (SELECT APPLICABLE FROM THE FOLLOWING)			
<input type="checkbox"/> BUILDING PERMIT OR DEMOLITION PERMIT		<input type="checkbox"/> REZONING APPLICATION	
<input type="checkbox"/> DEVELOPMENT PERMIT OR VARIANCE		<input type="checkbox"/> SUBDIVISION APPLICATION	
<input type="checkbox"/> ENVIRONMENTAL DEVELOPMENT PERMIT		<input type="checkbox"/> OTHER: PLEASE EXPLAIN _____	
IS THE TREE CUTTING PERMIT FOR THE REMOVAL OF A PROTECTED SPECIES? (SELECT APPLICABLE FROM THE FOLLOWING)			
<input type="checkbox"/> GARRY OAK		<input type="checkbox"/> PACIFIC DOGWOOD	<input type="checkbox"/> ARBUTUS
<input type="checkbox"/> WESTERN WHITE PINE		<input type="checkbox"/> PACIFIC (OR WESTERN) YEWE	<input type="checkbox"/> TREMBLING ASPEN

PROJECT DESCRIPTION

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)

Use an additional page for sketched site plan and follow requirements below. A sketch site plan 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

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)

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 4000m² 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 infill properties (smaller than 4000m ²), 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 4000m ²), 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.	
Result:	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.	<input type="checkbox"/> Yes <input type="checkbox"/> 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 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.	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: 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.

5.	How many protected species trees are within 10m of the development activity?	
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REQUIRED SUBMISSIONS

Submission materials with an * may be submitted electronically to planning@courtenay.ca 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, or Agent Authorization Form to act on behalf of the owner and written Strata Council approval (if applicable)
	Certificate of Title * dated no more than 5 business days prior to the date of the application * Copy of Certificate of Title shall also include copies of any easements and covenants (this information is available from the Land Title Office).
	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: <input type="checkbox"/> Or the Arborist may submit a separate letter or email confirming this. * <input type="checkbox"/> 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 retained trees, an ISA Arborist must sign the section below to confirm that tree removal will not cause a hazardous condition to adjacent trees. <input type="checkbox"/> Or the Arborist may submit a separate letter or email confirming this. *

ADDITIONAL SUBMISSIONS

The following may be required (typically only for greenfield projects. Confirm with staff if uncertain):

	Completed Application signed by the registered owners, or written authority for an agent to act on behalf of the owner and written Strata Council approval (if applicable)
	*Required reports from a qualified professional as specified in Section 11 of the Bylaw.

ADDITIONAL SIGNATURES (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

State which trees in the application the hazard statement applies to by number (see page 2), if not all the trees listed in the application:

Company:	Phone:	Email:
Name (print):	ISA Number:	
Signature:	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:
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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.

I, _____ (please print), owning property at _____ (address)

Certify that I/We give our consent to have the identified tree(s) in this application form removed.

Signature:	Date:
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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.