



**TOWN OF VIEW ROYAL**  
Engineering & Parks Department  
45 View Royal Avenue  
Victoria, BC V9B 1A6  
Phone: (250)479-6800  
Email: engineering@viewroyal.ca

# Tree Permit Application

Permit Application No. TP- \_\_\_\_\_

<b>Civic Address(es):</b> _____
<b>Property Type:</b> Single Family Dwelling        Multi-Family Dwelling        Commercial        Road Allowance
<b>Development (if applicable):</b> Approved DP/SUB/BP#    _____

Permit Requested (check all that apply)		
Removal	Pruning	Work in Protected Root Zone

Owner Information		
Names:		
Mailing Address:		
Email:	Tel:	Cell:

Applicant Information if different than Owner (attach agent authorization form)		
Names:		
Mailing Address:		
Email:	Tel:	Cell:

Arborist/Tree Service Company Information	
Business Name:	Business Tel:
Contact Person Name:	Arborist ISA #:
Email:	Cell:

Reason for Request (check all that apply)	
<ul style="list-style-type: none"><li>1. Prune a Protected Tree</li><li>2. Work within:<ul style="list-style-type: none"><li>• Covenant, watercourse, slope</li><li>• Protected Root Zone</li></ul></li></ul>	<ul style="list-style-type: none"><li>3. Removal:<ul style="list-style-type: none"><li>• Emergency</li><li>• dead/dying/diseased/hazardous</li><li>• infrastructure damage</li><li>• construction/development</li><li>• covenant, watercourse, slope</li></ul></li></ul>

<b>Property Access Notes:</b>			
Locked gate	Dog(s)	Tenant	Other: _____

<b>Trees to be removed/altered as shown on attached drawing</b> (use a separate sheet if more room needed)				
<b>Tree #</b>	<b>Species</b>	<b>DBH (cm)</b> (diameter at 1.3m from tree base)	<b>Location</b> (e.g. backyard)	<b>Reason for Request</b> (e.g. dead, dying, diseased)

<b>Replacement Tree Plan as shown on attached drawing</b> (2 trees for each tree removed)		
<b>Tree #</b>	<b>Proposed Species</b>	<b>Location</b> (e.g. backyard)

- Pursuant to Tree Protection Bylaw No. 1069, 2022:**
- Tree(s) must be tagged or flagged with a string/ribbon prior to Town assessment (\$100 fee for return visit).
  - **A Site Plan must be included** showing property dimensions, structure locations, species and location of trees to be removed; proposed species and locations of replacement trees; species and location of other existing trees on the property species and locations; type and location of construction activities if appropriate. \*see Tree Protection Bylaw No. 1069, Sec. 5.3.2 for more information.
  - Development/construction applications must include an arborist report/tree management plan, tree survey and replacement tree plan.
  - Where applicable, attach agent authorization form, strata authorization letter and/or letter of consent from neighbouring owner of a shared tree (i.e. subject tree staddles property line).

<b>Owner/Agent Signature:</b> _____
<b>Date:</b> _____

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the Local Government Act and pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act. If you have any questions about this collection, contact the FOI Coordinator at 250-479-6800, 45 View Royal Avenue, Victoria, BC, V9B 1A6.



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**Site Plan – Attach or sketch below**

**A Site Plan must include:**

- property dimensions
- structure locations
- species and location of trees to be removed
- proposed species and locations of replacement trees
- species and location of other existing trees on the property
- type and location of construction activities if appropriate