

MUNICIPAL PROPERTY TREE CUTTING PERMIT APPLICATION

Application date: _____ **Tree permit no:** _____

The permit fee is outlined in the District's *Fees and Charges Bylaw* and may be subject to change. To confirm the permit fee amount, please contact staff directly or visit the District's *Fees and Charges Bylaw*. Please note that the permit fee is non-refundable.

Civic address: _____

(location of work near / adjacent to municipal property)

Description of location: (Describe the location of the work in proximity to the address above (e.g., park, boulevard, greenbelt, etc.)

1. Describe the proposed tree work:

List number and type of subject trees, proximity to creeks, foreshore and relevant site information as available, including photographs. A survey of the trees, prepared by a designated British Columbia Land Surveyor may be required in consideration of this application.

Types of trees:

_____ **Remove:** **Chip on site:**

Photographs attached: Yes No

Additional comments:

Applicant: based on your proposed tree work, complete the following information in the appropriate section of either low impact or moderate impact. Upon application review neighbourhood notification may be required.

Low impact:

- removal of hedges less than 6 m in height
- removal of (up to a maximum of) 4 single trees that are less than 6 m in height
- removal of branches from a tree/s that does not significantly alter aesthetic appearance of the area
- re-topping of hedge that does not result in removal of more than 6 m of new growth

Moderate impact:

- removal of hedge greater than 6 m in height
- removal of more than 4 trees that are less than 6 m in height
- pruning of branches that will result in significant aesthetic impact to surrounding area
- re-topping of trees that will result in removal of more than 6 m of new growth

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PLANNING, DEVELOPMENT & ENVIRONMENT SERVICES

750 17th Street, West Vancouver BC V7V 3T3
604-925-7192 | districttrees@westvancouver.ca

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2. Owner's declaration:

I/we, _____ of _____
owner's name owner's address

Owner's email: _____ Telephone: _____

Owner's signature: _____

Confirm the appointment of _____ a District approved tree contractor, to act on my behalf with regard to this application.

Tree contractor signature _____ Contact name: _____

Telephone: _____ Email: _____

I acknowledge that I have read the terms and conditions provided below.

Approved tree contractors (please select from approved tree contractors list)

Terms and conditions:

1. The applicant must provide a non-refundable permit fee as outlined in the District's *Fees and Charges Bylaw*. To confirm the fee, please contact staff or visit the *bylaw* online.
2. The applicant is fully responsible for any damages to private or municipal property, hydro or telephone infrastructure. Costs will be paid by the applicant.
3. The applicant is responsible for providing an accurate description of the location of the trees in relation to relevant property lines.
4. Any disputes between individuals over liabilities arising from tree problems or the work authorized by this permit, shall be settled by the individuals involved, and at their expense.
5. The applicant agrees to indemnify and save the District harmless from all cost, claims, damages or expenses arising from the work authorized by the permit or by actions of the applicant.
6. **The applicant understands that:**
 - The contractor / tree cutting firm must be approved by the District for work on municipal property.
 - Trees must be conspicuously tagged by the applicant for consideration by the District. Untagged trees will not be considered.
 - Neighbours adjacent to proposed work must be notified, be given a thorough explanation of the proposed work and sign the consent form if required by the District Arborist.
 - No work may proceed until this application has been approved and a tree cutting permit issued.
 - All costs associated with this application are to be borne by the applicant.
 - After receipt of application, a site visit by the District arborist may be necessary and will be scheduled with the appropriate tree contractor.

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7. After approval of the proposed tree work, the applicant is required to notify the District arborist at least 48 hours prior to commencing work.
8. This permit can be revoked at any time by the District arborist.
9. The tree permit must be onsite at all times during work.
10. Removal of all tree debris from public land is required in accordance with Tree Bylaw No. 4892, 2016, Amendment Bylaw No. 5373, 2025.
11. Any work inside the limits of approach to hydro lines will be undertaken by a utility certified tree company—the District’s list of approved contractors are all certified in this regard.
12. All approved pruning work will be completed according to the standards of the International Society of Arboriculture.
13. To request a final inspection, email districttrees@westvancouver.ca or phone 604-925-7192.

Freedom of Information and Protection of Privacy Act Notice for supporters of this local area service request: By signing below and indicating your support for this local area service request, you are voluntarily consenting to the collection of your personal information by the District of West Vancouver through the requestor named above. This information is being collected by the District of West Vancouver pursuant to section 26 (c) and (e) of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection of this personal information, please contact the Privacy Officer: foippa@westvancouver.ca; 604-921-3497; 750 17th Street, West Vancouver BC V7V 3T3.