



Parks Office  
 1151 Esquimalt Rd  
 Victoria, BC V9A 3N6  
 Hours: Monday to Friday 8:00-4:00pm

Tree Permit Application Form = \_\_\_\_\_

Permit type (select all that apply):

- Removal
- Pruning
- Work in Protected Root Zone (PRZ)

Site Address of Tree(s): \_\_\_\_\_ Application Date: \_\_\_\_\_

**Applicant Information**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

**Owner Information** (If different than applicant)

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Site Information**

Property Type: Single family dwelling Apartment Commercial Other \_\_\_\_\_

Is this property part of a strata? yes \_\_\_ no \_\_\_

Is there an approved Landscape Plan? yes \_\_\_ no \_\_\_ unknown \_\_\_

Is there an approved Building Permit? yes \_\_\_ no \_\_\_ if yes, Building permit # \_\_\_\_\_

Is the tree accessible (eg – locked gate)? yes \_\_\_ no \_\_\_

Is the property rented? yes \_\_\_ no \_\_\_ If yes, please ensure that the tenant is notified that a Municipal representative will be entering the property.

Does the tree have shared ownership (straddling property line)? yes no possibly if yes and it is for a removal permit, please provide a letter of consent from the other owner(s).

Is the tree identified (eg, flagging tape or ribbon)? yes no

Have you informed your neighbours of this application? yes no

**Unless exempted, the applicant must supply the following with their application form:**

The following information is attached to demonstrate the need to cut, prune or remove any protected tree(s) from the lot:

- Site plan: Please attach a sketch or an aerial map markup of site plan showing the location of tree(s) with tree#(s) corresponding with the table on page 2.

For All Development Related Applications:

- Tree Assessment Report (in accordance with Tree Protection Bylaw)
- Tree Management Plan and Tree Survey (in accordance with Tree Protection Bylaw)

