



Parks office: 250-412-8508
trees@esquimalt.ca

Payments: in person at the
Recreation Centre 527 Fraser St or
over the phone at 250-412-8508

Tree Permit Application Form = _____

Permit type (select all that apply):

- Removal
- Pruning
- Work in Protected Road 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:

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

- Replacement Tree Plan *if replacement trees are proposed* (in accordance with the Tree Protection Bylaw)
- Survey to identify setbacks *if removals are proposed within 15 m of a watercourse or on a slope with grades >33% over 10 m* (in accordance with the Tree Protection Bylaw)

Tree Information

Tree#	Species (if unknown, describe)	DBH* (cm)	Location (eg. Backyard, southeast)	Reason for Removal, Pruning, or Work in PRZ

*DBH = Diameter at Breast height, measured at 1.4m above the existing grade. Note: If you require more space, please attach a list of trees separately. This table does not need to be completed if an arborist report is attached.

Tree Permit Application forms and applicable attachments can be submitted:

- Email trees@esquimalt.ca
- In person at Esquimalt Recreation Centre 527 Fraser St

Important

Please be advised this document is subject to the *Freedom of Information and Protection of Privacy Act* and access can be requested. Completion of this application form does not guarantee approval of a Tree Permit.

The Applicant hereby acknowledges that the Township may require additional information in order to assess this application, as deemed necessary by the Township.

This information is being collected for the purpose of assessing the Applicant’s request for a Tree Permit pursuant to Municipal bylaws. In providing this information, the Applicant has consented to its use for the above-described purpose and declares that all the information provided herein is correct. This information may be shared with applicable Township departments and related agencies for the purpose of required inspections and approval of this application.

By submitting this application, you are agreeing to pay the Township all necessary fees and security deposits in accordance with your application. Should your Tree Permit be approved, it will not be issued until the Township receives payment for all fees and securities payable.

The Applicant hereby acknowledges that responsibility for ensuring bylaw compliance rests with the owner, the owner’s employees, agents and contractors, and that responsibility for ensuring bylaw compliance for each includes responsibility for ensuring all those below him or her comply with the Township Bylaws.

The Applicant agrees to indemnify and save harmless the Township of Esquimalt, its officials, employees and agents against claims, liabilities and expenses of every kind, in respect of anything done or not done pursuant to this application or ensuing permit, including negligence and the failure to observe all bylaws, conditions, acts or regulations.

The Applicant hereby authorizes entry onto the aforementioned property by Township of Esquimalt representatives for the purpose of Tree Permit application review.

Owner Signature _____ Name _____ Date _____