



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)

- 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#	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 a tree assessment report is attached.

**Please note:** Tree removal could be subject to tree replacement costs

**Tree Permit Application forms and applicable attachments can be submitted:**

- Email [trees@esquimalt.ca](mailto:trees@esquimalt.ca)
- In person at the Archie Browning Sport Centre - 1151 Esquimalt Rd

**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 under Section 26(c) and (d) of the *Freedom of Information and Protection of Privacy Act* and will be used 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. If you have any questions about the collection or use of this information, please contact the Township of Esquimalt’s Privacy Team at [foi@esquimalt.ca](mailto:foi@esquimalt.ca) or 1229 Esquimalt Rd, Esquimalt, BC, V9A 3P1.

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 \_\_\_\_\_