

## TREE REMOVAL PERMIT APPLICATION

City of North Vancouver Tree Bylaw, 2022, No. 8888.

Property owners or agents on behalf of strata corporations can use this form to apply to remove a protected tree on their property (a protected tree has a diameter of 20 cm or greater at breast height or is a replacement tree).

This Bylaw applies to trees on land throughout the City, but does not apply to a tree if the entire trunk of the tree is on a highway, or is on land zoned RS-1, RS-2, RS-4B, RT-1 or RT-2, or in a CD zone for which the permitted uses are based on any of the aforementioned zones.

The Tree Removal Permit must be issued before any tree removal work begins. Please ensure all the requirements of the Bylaw are met and that this application is completed in its entirety and fees paid as required.

Trees on property located within a Streamside Development Area do not need to use this application to apply for a tree removal. Please review the Streamside Protection and Enhancement Development Permit Guidelines for tree removal guidance.

Please review the *Federal Migratory Bird Convention Act* and the *Provincial Wildlife Act* for legislation on the protection of bird nests and eggs. Bird nests are typically active every year from March 1 until August 31. If you are removing trees within these dates, you may need to provide a bird nesting survey. Bird nesting surveys are time-sensitive and must be written by a qualified environmental professional. The applicant will be directed on bird nesting survey requirements after the initial review process.

Tree removal near a raptor's nest is prohibited during raptor nesting season, which is generally February 1 to September 31. Provincial or Federal Government statutes or regulations may apply to a property and you must adhere to those regulations regardless of whether the City has issued your Tree Removal Permit.

Do you require space on street or in a lane to facilitate safe removal of the tree? If so, please apply for a Temporary Street Use Permit. If you require temporary parking restrictions, please provide a minimum of seven (7) business days' notice or to the Engineer's discretion prior to the commencement of the permit. You can find more information about street use permits at [cnv.org/streetusepermit](http://cnv.org/streetusepermit).

Note: ANSI A300 standards are the generally accepted industry standards for tree care practices and can be referred to for additional information and guidance. ISA also has online resources to review for best practices for tree care.



**PLANNING & DEVELOPMENT DEPARTMENT  
PLANNING**

CITY OF NORTH VANCOUVER  
141 WEST 14TH STREET  
NORTH VANCOUVER  
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City of North Vancouver Tree Bylaw, 2022, No. 8888.

## PART 1: SITE INFORMATION

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

Legal Description \_\_\_\_\_

Associated Permits or Development Applications # (if applicable): \_\_\_\_\_

## PART 2: PEOPLE INFORMATION

APPLICANT (Select One)	Personal	Company/Business
Name:	_____	Applicant Company: _____
Address:	_____	City: _____
Province:	_____	Postal: _____
Day Phone:	_____	Email: _____

TREE REMOVAL COMPANY INFORMATION		
Company:	_____	Address: _____
City:	_____	Province: _____ Postal: _____
Day Phone:	_____	Email: _____
Contact Name:	_____	Day Phone: _____ Email: _____
Business Licence	_____	_____

## PART 3: TREE REMOVAL INFORMATION

Reason for Tree Removal as permitted by Tree Bylaw, 2022, Bylaw No. 8888

## Proposed Removal and Restoration Dates

Proposed Start Date(s): \_\_\_\_\_

Proposed End Date(s): \_\_\_\_\_

Proposed Restoration Date(s): \_\_\_\_\_

Species of Tree(s) Being Removed	Hazardous Tree? Yes/No	Requested # of trees	Actual # of trees removed

## PART 4: APPLICATION CHECK LIST

Please submit the following with your application. Note: Only complete applications will be accepted.

	Document Name	Additional Information
	Arborist Report	Report must be completed by a Certified Arborist and include the following: <ul style="list-style-type: none"> <li>Photographs of all trees on the site specified</li> <li>The location, size, and health of trees to be cut or removed</li> <li>Health of trees in proximity to trees being cut or removed</li> <li>The extent of disturbed soil, on private and public land</li> <li>Any other information as required by Director</li> </ul>
	Tree Protection Plan	A tree protection plan showing the location of all trees on the land that are not proposed for cutting or removal, their tree protection zones, recommended protection measures, the location of tree protection fencing, and specifications for any further requirements to ensure compliance with the Supportive Guidelines
	Tree Replacement Plan	A tree replacement plan specifying: <ul style="list-style-type: none"> <li>The location, species, caliper, and clearance of all replacement trees, to be planted, and distance to any nearby buildings or structures</li> <li>Accessible soil volume</li> <li>An irrigation plan for all replacement trees</li> </ul>
	Site Plan or Survey	A site plan or survey showing: <ul style="list-style-type: none"> <li>Parcel lines and easements or rights of way</li> <li>The location of all existing trees, including Shared Trees, on the parcel</li> <li>Buildings and structures</li> <li>Hard surface landscaping or pathways</li> <li>Underground and above ground utilities and infrastructure</li> </ul>
	Property Owner(s) Authorization	Include signed authorization of the property owner for the removal of the trees. You can use the City's form at <a href="http://cnv.org/ownerletter">cnv.org/ownerletter</a> , or create your own.

	Document Name	Additional Information
	Shared Tree Authorization	If the application is to cut or remove a Shared Tree, written consent from every Owner of property on which any part of the trunk of the tree is located is required. You can use the City's authorization form at <a href="http://cnv.org/ownerletter">cnv.org/ownerletter</a> , or create your own.
	Proof of Certification or Accreditation	The name of any company or individual who will do any work to be authorized by the permit, and proof that such company or individual is properly qualified and insured (e.g., ISA certified, Landscape Industry Certified)

## PART 5: AUTHORIZATION

I hereby agree to comply with all regulations and requirements of the City of North Vancouver Tree Bylaw, 2022, No. 8888. I declare that the information submitted in support of this application is, to the best of my/our knowledge, true and correct in all respects and that I am authorized to sign and submit this application.

**Applicant Signature:**

**Date:**

The permit will be issued when all the conditions and requirements of City Bylaws including City of North Vancouver Tree Bylaw, 2022, No. 8888 are met.

**Questions? Contact Us:**  
City of North Vancouver  
Planning & Development Department  
Urban Forestry Technician  
604.983.7357  
[treebylaw@cnv.org](mailto:treebylaw@cnv.org)

The City is collecting your personal information in accordance with Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. The City collects your information for the purposes of administering City programs and services, including permits and licensing services. If you have any questions, please contact the Privacy Coordinator at 141 West 14th Street, North Vancouver, BC V7M 1H9 or [FOIPrivacy@cnv.org](mailto:FOIPrivacy@cnv.org) or 604-985-7761.

# TREE REMOVAL PERMIT APPLICATION

## APPENDIX A: TREE REPLACEMENT CRITERIA

All trees removed from private property must be replaced based on the criteria described in the City of North Vancouver Tree Bylaw, 2022, No 8888, unless otherwise directed by the Director of Planning and Development.

Replacement Criteria	Conditions for Replacement
3 replacement trees per protected tree removed	\$975 tree security per replacement planted on private property <b>or</b> \$750 cash-in-lieu per replacement to be planted on public property
1 replacement tree per hazardous tree removed	\$975 tree security per replacement planted on private property <b>or</b> \$750 cash-in-lieu per replacement to be planted on public property
\$1500 Ecological Compensation per protected tree removed	The compensation fee can be reduced by 50% for each tree planted above the required 3:1 requirement for protected trees replacement.

Type of Fee or Charge	Amount
Application Base Fee + Tree Removal Fee (per tree removed)	\$175 + \$75
Inspection Fee	\$130 (per site)
Replacement Tree Security	\$975 (per tree)
Tree Replacement Cash in Lieu	\$750 (per tree)
Ecological Compensation Fee	\$1500 (per tree)

## APPLICATION SUBMISSION AND PERMIT ISSUANCE PROCESS

<b>Step 1: Submission</b>	Submit your complete application including all required documents to <a href="mailto:treebylaw@cnv.org">treebylaw@cnv.org</a> .
<b>Step 2: Application Fee Payment</b>	Payment of application fee for the Tree Removal Permit.
<b>Step 3: Application Review</b>	Staff will review the application to ensure compliance with the bylaw and will respond with next steps.
<b>Step 4: Fee Payment</b>	Payment of remainder of fees.
<b>Step 5: Permit Issuance</b>	Permit Issuance.
<b>Step 6: Post Issuance Reporting</b>	After permit is issued, but prior to the removal of the tree(s), applicant is required to submit the following: <ul style="list-style-type: none"> <li>▪ Notification Signage &amp; Proof of Notification               <ul style="list-style-type: none"> <li>○ Submit photo of posted sign to <a href="mailto:treebylaw@cnv.org">treebylaw@cnv.org</a> within 2 days of posting signage.</li> </ul> </li> </ul>
<b>Step 7: Permit Closure</b>	Staff will schedule site inspections for replacement trees planted on private property. Tree securities will be returned upon final inspection by staff of replacement tree(s) to verify establishment and health.