



To be filled out **COMPLETELY** by applicant

Date: _____

PLEASE PRINT CLEARLY

I/We hereby make application for a Tree Cutting or Removal Permit to permit the proposed tree cutting and removal as described below on the following parcel:

Project Address: _____
Include all property addresses

Rezoning Number: _____

Rezoning Planner: Name _____

Legal Description: Available at City Hall **LOT:** _____ **Section:** _____ **Plan No.:** _____

Registered Owner(s): _____
Tel. No. _____

Address: If different than above _____
Postal Code _____

Application Requirements:

Number of tree(s) proposed to be removed on the attached tree retention/removal plan: _____

Number of tree(s) to be retained and protected on site: _____

Number of tree(s) to be retained and protected on City Property: _____

Number of tree(s) to be protected on neighbouring property: _____

Tree Replacement Security Amount: \$ _____ **OR** Confirmation that full landscaping security has been submitted to the Development Applications Planner (Security must be provided prior to tree permit issuance.)

Has this application cleared Public Hearing and 3rd Reading? Yes No

Public Hearing Date: _____

Documents included: (Please check that you have all documents)

Legal Survey

Tree Protection Barriers installed? Yes No

Tree Retention/Removal Plan

If yes, attach copy of Tree Protection Barriers Diagram or illustrate on site plan/survey.

Letter of Authorization

Other: _____

For the safety of our inspectors, please ensure that proper notification has been given to any tenants and that the property has clear access.

Completed Tree Removal application forms and supporting materials can be sent to Richmond City Hall, Attn: Permits via courier, Canada Post or emailed to permitsinfo@richmond.ca.

The applicant and the owner(s) hereby release, indemnify and save harmless the City and its elected officials, officers, employees, contractors and agents from and against all claims, demands, damages, losses, actions, costs and expenses related to or arising from the issuance of a permit, the breach of any permit conditions, the security deposit, the proposed cutting or removal, or the breach of any provisions of this bylaw by the applicant, the owner(s), or those for whom they are responsible at law.

For Office Use	Received by:
Application Fee:	Receipt No.:
Permit No.:	Letter of Authorization:
RZ/DP Landscaping Security/ Contribution Collected? <input type="checkbox"/> Yes <input type="checkbox"/> No	Tree Replacement Security Amount (\$768/require replacement tree):

I understand the following actions are prohibited and are ticketable offences under the Tree Bylaw
 – includes trees onsite and on neighbouring property.

PLEASE INITIAL EACH BOX

PROTECTION OF TREES ON SITES WITH PRE-LOAD AND/OR GRADE CHANGES

INITIAL
HERE

NOTE: Tree Protection Fencing must be maintained throughout the construction process.

CONSTRUCTION OF PROPERTY LINE WALLS

INITIAL
HERE

Locate wall outside dripline

CONSTRUCTION OF PROPERTY LINE RETAINING WALLS & PERIMETER DRAINAGE

INITIAL
HERE

Contact 604-247-4684 for clarification on any of the above.
 Completed Tree Removal application forms and supporting materials can be sent to Richmond City Hall,
 Attn: Permits via courier, Canada Post or emailed to permitsinfo@richmond.ca.

Contact Person or Agent: _____ Tel. No. _____

Signature of Applicant: _____

Permit will not be valid until it is reviewed and issued by City staff.
Please initial in box to indicate you have read and understand this.

INITIAL
HERE