



**Tree Permit Appeal Process**

**No.: TREE-11**  
**Date: 2017-10-11**

**Background:**

The basic review strategy of Tree Protection Bylaw 8057 involves preserving healthy trees where possible (based on long-term viability), permitting the removal of those trees that are in poor condition or in conflict with a new development and requiring the replanting of new trees.

A Tree Removal Permit may be refused if the reason for tree removal is considered unfounded or it does not meet the removal criteria of dead, dying, significant structural defect, unresolvable conflict or high hazard. This bulletin details the appeal process for a tree permit refusal under Bylaw 8057.

**Appeal Process:**

When a Tree Removal Permit Application is denied, a property owner has the option to submit a written request to the **Director\*** to review the reasons for refusal and/or the result of the staff Visual Tree Assessment.

Requests for a review should include a written rationale, property owner’s name, address, phone number, tree permit application number and be emailed to the **Director** c/o Gordon Jaggs, Tree Preservation Coordinator at [gjaggs@richmond.ca](mailto:gjaggs@richmond.ca).

Note: If the request to review the reasons of the tree permit application refusal is because the property owner feels the tree(s) is “hazardous”, a Certified Tree Risk Assessment (CTRA) Report (including a TRAQ Worksheet) must be included with the application. If the CTRA report substantiates the tree is a high hazard, a permit may be issued for the tree(s) removal.

If a permit is not issued, the property owner may apply to City Council for reconsideration of the matter within 30 days of a decision being communicated to them as per Tree Protection Bylaw 8057, section 6.5 ‘Right of Reconsideration’.

Application form “Request to City Council to Appeal Refusal of a Tree Permit” can be found at <https://www.richmond.ca/shared/assets/treebylawappeal48048.pdf>.

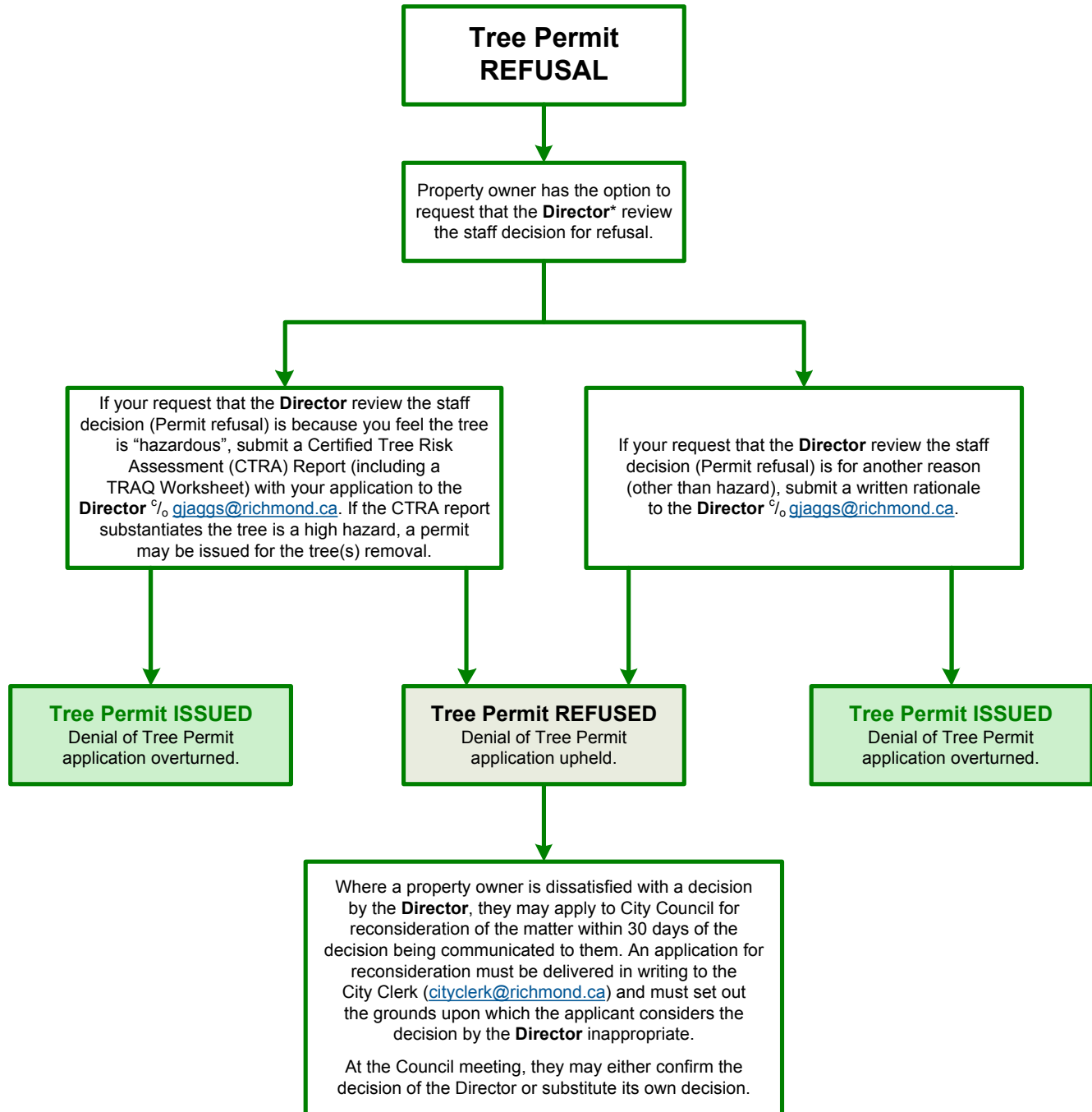
Applications must be delivered in writing to the City Clerk (at [cityclerk@richmond.ca](mailto:cityclerk@richmond.ca)) and must set out the grounds upon which the property owner considers the decision of the **Director** inappropriate and what decision the property owner considers the Council ought to substitute.

At the Council meeting, Council may either confirm the decision of the **Director** or substitute its own decision.

\* **Director** means the Director of Building Approvals and any person designated by the Director to act in his or her place, as defined in Tree Protection Bylaw 8057.

See over →

# Appeal Process Flow Chart



\* **Director** means the Director of Building Approvals and any person designated by the Director to act in his or her place as defined in the Tree Protection Bylaw 8057.