



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: \_\_\_\_\_

Legal Description (available at City Hall): Lot: \_\_\_\_\_ Section: \_\_\_\_\_ Plan No.: \_\_\_\_\_

Registered Owner(s): \_\_\_\_\_

Tel. No. \_\_\_\_\_

Address (if different than above): \_\_\_\_\_

Postal Code \_\_\_\_\_

- Is this site currently under rezoning? [ ] Yes [ ] No
Has this site undergone a rezoning approval? [ ] Yes [ ] No
Were these trees required to be retained? [ ] Yes [ ] No

Please choose ONE only:

Grid of checkboxes for DEMO ONLY and NEW CONSTRUCTION options, including requirements for surveys, permits, and tree protection.

For the safety of our inspectors, please ensure that proper notification has been given to any tenants and that the property has clear, safe access. Any gates must be unlocked so inspection may be completed.

Number of tree(s) proposed to be removed on the attached site plan/survey: \_\_\_\_\_
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: \_\_\_\_\_

Trees under joint ownership (straddling a property line) require written approval from the adjacent property owner. In the case of joint ownership with the City, written approval from the Parks Department is required.

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.

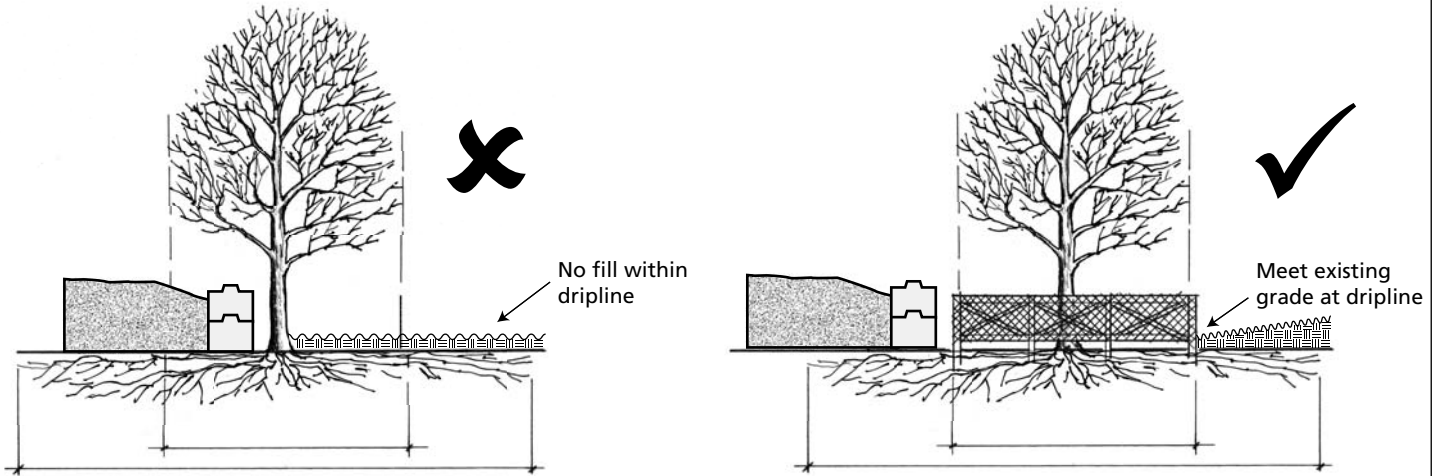
Table with 2 columns: For Office Use (Application Fee, Permit No.) and Received by (Receipt No., Letter of Authorization).

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

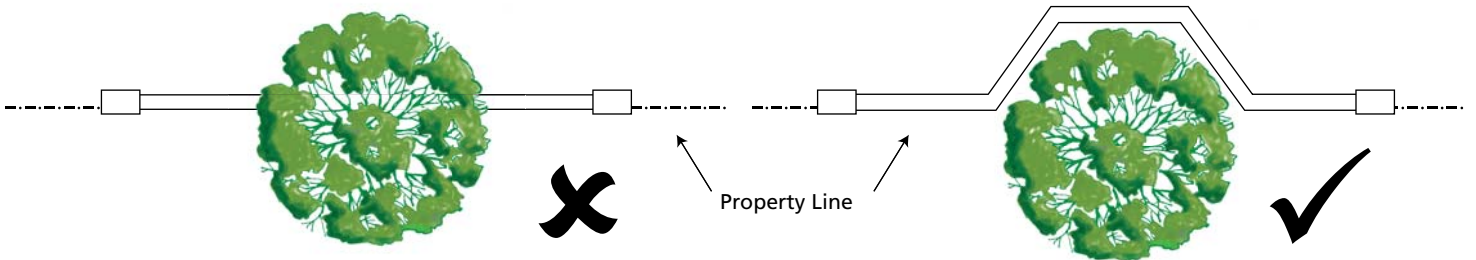


**NOTE: Tree Protection Fencing must be maintained throughout the construction process.**

Locate wall  
outside dripline

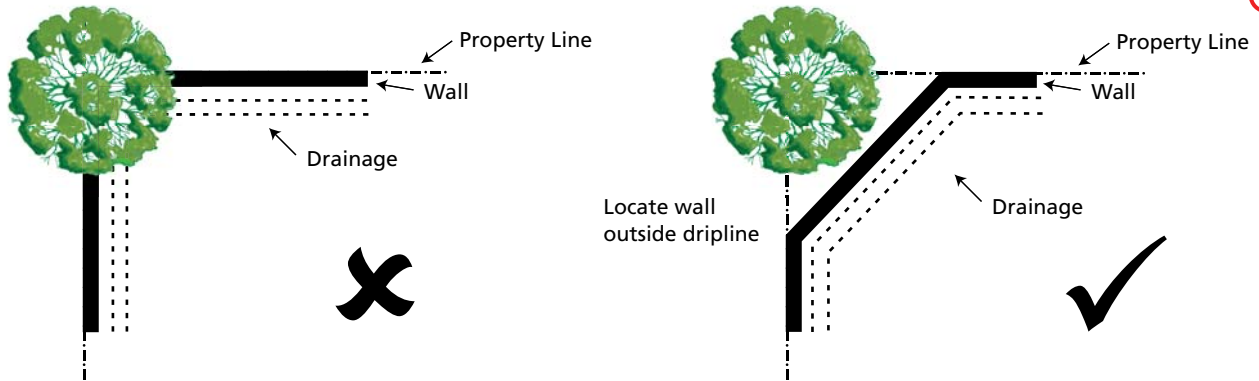
**CONSTRUCTION OF PROPERTY LINE WALLS**

INITIAL  
HERE



**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](mailto: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