



FILE NO. T-_____

APPLICATION FOR PERMIT TO CUT OR REMOVE TREES

TREE PROTECTION BYLAW NO. 4637

CITY OF SALMON ARM
P.O. Box 40, 500 - 2 Avenue N.E.
Salmon Arm, B.C., V1E 4N2

Telephone: (250-803-4000
Fax: (250) 803-4041
www.salmonarm.ca

Name of Applicant: _____ Phone: _____

Email: _____

Applicant's Mailing Address: _____

Owner of Property: _____ Phone: _____

Civic Address of Property - ***Where Trees Are Proposed To Be Cut:***

Legal Description: _____

Is the property located in the ALR? Yes ☐ No ☐ Parcel Size: _____

Number of trees proposed to be cut/removed: _____

Purpose of Tree Cutting/Removal: _____

Attached to and forming part of this Application is an accurate sketch of the property drawn to scale correctly showing:

- i. the locations, species and size [30.0 cm circumference of trunk at 1.5 metres above natural grade at base of tree] (marked in red) of all trees presently on the property that are proposed to be cut;
- ii. the locations, species and size [30.0 cm circumference of trunk at 1.5 metres above natural grade at base of tree] (marked in green) of all trees presently on the property that are proposed to be retained and are located within 30m of the trees to be cut;
- iii. the location of all abutting streets and lanes;
- iv. the location and dimension of any structures located on the site;
- v. the location of any watercourses on the site;
- vi. the location of any physical features (e.g. slopes, depressions, rock outcrops) on the site
- vii. the dimensions of the property;
- viii. directional markings showing north.

Are there active bird's nests in any of the trees proposed to be cut? Yes ☐ No ☐

Are there heron's nests within 60 metres of any of the trees proposed to be cut? Yes ☐ No ☐

If yes to either of the above, then a report and nest survey prepared by an appropriate qualified environmental professional that the tree cutting and removal can be conducted in accordance with the provisions of the *Wildlife Act* [S.B.C. 1996, Ch. 488] or the federal *Migratory Birds Convention Act* [S.C. S.C. 1994, Ch. 22] and/or the *Species at Risk Act* [S.C. 2002, Ch. 29] must be provided.

Are any of the trees proposed to be cut located on slopes in excess of thirty per cent (30%)? Yes ☐ No ☐

If yes to the above, a report prepared by an appropriate qualified geotechnical professional must be provided regarding the impact of the proposed cutting or removal of any tree located on land with a slope in excess of thirty per cent (30%);

Are any of the trees proposed to be cut located within 15 metres of a watercourse? Yes ☐ No ☐

If yes to the above, a report prepared by an appropriate qualified professional must be provided regarding the environmental impact of the proposed cutting or removal of any tree located within fifteen (15) metres of the Top of Bank of a Watercourse or within the Floodplain.

Wherever the trunk or any part of the trunk and major root structure of any tree is situated on more than one parcel of land (a Boundary tree), any application to cut down or remove such tree must be signed and consented to by all registered owners of all properties.

Please ensure the following items are included with the completed Application:

- Application Fee (CSA #10-1560-9000)
 - 1 – 5 Trees \$50.00
 - 5 – 10 Trees \$75.00
 - 10 – 20 Trees \$100.00
 - Over 20 Trees \$250.00
- Sketch Plan as noted above
- Any of the required reports noted above
- Current Title Search

I have read a copy of the Tree Protection Bylaw No. 4637, as amended, and am aware of the regulations therein:

Dated this _____ day of _____, 20____.

Signature of Applicant

Where the Applicant is not the registered owner of the property, this Application will not be considered complete or processed until the registered owner signs below.

I, _____, of
Print Owner's Name:

Owner's Mailing Address:

Postal Code:

Owner's Phone:

Owner's Email address:

being the registered owner of the property described in this Application, hereby consent to this Application being made and to the issuance of a Permit to the Applicant. I certify that the information in this Application is correct and true and acknowledge that I am the person responsible for compliance with all provisions of Tree Protection Bylaw No. 4637.

Dated this _____ day of _____, 20____.

Signature of Owner

PLANNING DEPARTMENT

250 803-4000



TREE PERMITS GUIDE

This guide is not a legal document, it is intended only to assist you through the Tree Permit application process. Following the steps herein does not constitute approval of an application. While every care is taken in the preparation of this brochure, the City of Salmon Arm assumes no responsibility or liability with respect to its contents. The public is advised to review the applicable legislation and bylaws and conduct its own enquiries with Development Services staff.

WHEN DO I NEED A TREE PERMIT?

The Tree Protection Bylaw 4637 states that a tree may only be cut down or removed where its owner holds a valid and subsisting permit to do so.

A permit is required if and when you wish to remove trees to construct a building, driveway or septic field or if you wish to remove trees for development purposes.

WHEN IS A TREE PERMIT NOT REQUIRED?

If the land is assessed for agriculture, and tree removal is required for agricultural purposes, a permit is not required, but a notarized affidavit verifying the purpose of the tree removal must accompany an application.

Residential Parcels:

- 1,500 square metres (16,145 square feet) or less in area, no more than three (3) trees in any calendar year;
- Larger than 1,500 square metres (16,145 square feet) in area, and up to 0.4 hectares (43,056 square feet / 1 acre) in area, no more than six (6) trees in any calendar year;
- Larger than 0.4 hectare (1 acre), the removal of no more than 12 trees per hectare in any calendar year, to a maximum of 100 trees annually, regardless of the parcel size.

These exemption provisions **do not** include:

- trees located on a slope of 30%;

- trees located within fifteen (15) metres of a watercourse.

A permit is **not required** if the tree is:

- have a circumference of less than 31.5 centimetres measured at 1.5 metres above the level of the ground;
- pose an obvious and immediate safety hazard.

A permit is not required for tree clearing for purposes of wildfire protection, provided the landowner has Advanced Home Assessment report under the Firesmart Program.

Every person who commits an offence against this bylaw is liable to a fine and penalty of not more than Two Thousand Dollars (\$2,000.00) for each offence.

MAKING APPLICATION

The Application form for tree cutting and removal can be obtained at the Planning Department. The application must include:

- an accurate sketch plan of the property drawn to scale, including a north arrow, correctly showing the locations, species and size (circumference of trunk at 1.5 metres above natural grade at base of tree) of all trees presently on the property that are subject to Tree Protection Bylaw 4637;
- the location of all abutting street and lanes.
- a current Title Search

LAND DEVELOPMENT & TREE REPLACEMENT

A Tree Permit can also be issued as part of a Development Permit, subdivision approval or a Building Permit. The same information requirements apply.

All development, subdivision and building permits must ensure that trees on the affected property are replaced and meet the following requirements:

Parcel Area (m ²):	Number of trees required:
0 - 365	2
365 - 450	3
451 - 565	4
566 - 750	5
751 - 1,000	6
1,001 - 1,250	7
1,251 - 1,600	8
1,601 - 1,850	9
1,851 - 2,200	12
2,201 - 2,550	16
2,551 - 2,900	20
2,901 - 3,250	25
Over 3,250	30 Plus one (1) additional tree for each 200m ² in parcel area above 3,250m ²

BIRDS & NESTS

Care should be taken to ensure that there are no bird's nests in trees proposed to be cut, and a survey conducted.

Active nests for Herons and Pileated Woodpeckers cannot be disturbed at any time. For Herons, the nest may be considered abandoned after it is vacant for 24 months, and for Pileated Woodpeckers the time is 36 months.

For other birds, permits to cut may be delayed to accommodate the least risk windows for other birds nests, according to the following table:

Species	Least Risk Window
Raptors (eagles, hawks, falcons & owls)	Aug 15 – Jan 30
Goshawk	Aug 30 – Mar 15
Herons	Aug 15 – Jan 30
Other Birds	Aug 1 – Mar 31

REVIEW OF THE APPLICATION

The Development Services Department may inspect the parcel of land. An assessment may be made to determine the location, size, condition and species of the trees.

When the Development Services Department is satisfied via site inspection or documentation provided by the applicant that the site can safely accommodate the cutting of the trees, the permit can be issued. The applicable fee for the permit must be paid prior to issuance.

If a permit is refused, then the applicant has the option of asking Council to reconsider the decision.

If you have any questions regarding completion of the Application form, please telephone the:

City of Salmon Arm
Planning Department
500 - 2nd Avenue NE, Box 40
Salmon Arm, B.C., V1E 4N2

Telephone: (250) 803-4000

Email: planning@salmonarm.ca

Replacement trees shall have a minimum height of 2.0 metres when planted, be planted with a distance of no less than 2.0 metres between individual trees, and be of a species from an appropriate species listing provided by the City and capable of growing to a height of no less than 9.0m in height when mature.