



## Infrastructure Services

474 South Fletcher Road, Box 340, Gibsons, BC V0N 1V0

Phone 604-886-2274, Fax: 604-886-9735

[www.gibsons.ca](http://www.gibsons.ca)

# TREE CUTTING PERMIT APPLICATION

Please read the *Tree Cutting Permit Application Guide* before filling out this application form. If you have any questions or require assistance in filling out this form contact the Infrastructure Services Department. The processing of your application will be delayed if it is incomplete. Mail or deliver the completed application form, fee, plans and supporting material to the Town of Gibsons' Infrastructure Services Department and make your fee payable to the Town of Gibsons. Contact the Infrastructure Services Department or consult the *Rates, Fees and Charges Bylaw* for the current fee(s) prior to submitting your applications.

## SECTION 1: DESCRIPTION OF PROPERTY

Lot/Parcel \_\_\_\_\_ Plan \_\_\_\_\_ Block \_\_\_\_\_

District Lot/Section \_\_\_\_\_ Range \_\_\_\_\_

Other Description \_\_\_\_\_

Street Address \_\_\_\_\_

Jurisdiction and Folio Number (From Property Assessment/Tax Notice) \_\_\_\_\_

Parcel Identifier (PID) (From State of Title Certificate) \_\_\_\_\_

## SECTION 2: APPLICANT INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province/ State \_\_\_\_\_ Postal/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

## SECTION 3: OWNER INFORMATION (if different from the applicant)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province/ State \_\_\_\_\_ Postal/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

**SECTION 4: PROJECT INFORMATION/REQUIREMENTS:**

**1. Certificate of Title**

Obtained from the B.C. Land Title Office, the Local Government Agent, or the Town can provide for a fee. Must be dated within 14 days of application.

**2. Reason for tree cutting or removal:**

- Dead, dying, diseased or hazardous tree
- Development/Construction related
- Infrastructure Related
- Other

Please provide a statement of purpose and rationale for the proposed tree cutting or removal in the area below. Please use a separate page if more room is required.

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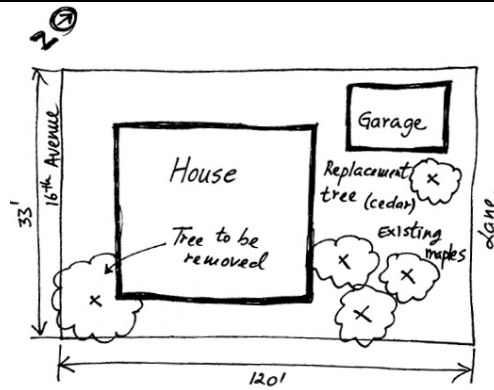
**3. Trees to be removed: Please use a separate page if more room is required.**

TREE #	SPECIES (COMMON NAME)	DBH * (cm)	LOCATION
1			
2			
3			

**\*DBH or Diameter at breast height:** means diameter of the trunk of a tree at breast height (1.3m above the natural grade), except where the diameter of a tree having multiple stems 1.3m above the natural grade shall be the sum of 100% of the diameter of the largest stem and 60% of the diameter of each additional stem.

**4. Please provide a SKETCH on a separate page, showing (see example below):**

- The boundaries of the lot where the tree(s) is (are) located
- The location of existing buildings and structures
- The location, species and DBH\* of Protected Trees to be cut or removed
- The location, species and DBH\* of Protected Trees to be retained and protected
- The location of significant topographic features or other important features
- The location of proposed tree protection barriers (to protect trees during construction)



How will drainage and erosion impacts be controlled (if applicable)?

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How will noise and dust impacts be controlled (if applicable)?

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What is the proposed method for disposal of wood waste and debris?

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The proposed completion dates for tree cutting or removal:

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**ADDITIONAL INFORMATION**

**Based on the information provided, the Director of Infrastructure Services may also require:**

- (a) A Tree Cutting and Replacement Plan as detailed in the Tree Preservation Bylaw;
- (b) Where the tree cutting or removal is for a hazardous tree,
  - evidence that the tree is in imminent danger of falling, as requested by the Director, or
  - a report prepared by a Certified Arborist certifying that the tree is dead, diseased, damaged or otherwise constitutes a physical hazard to persons or property.
- (c) Any further information that is determined to be necessary to adequately describe the nature and extent of the tree cutting or removal.

\*For the full list of documents that may be required, please refer to Tree Preservation Bylaw on the Town of Gibsons' website <https://gibsons.ca/tree-preservation-bylaw/>

**SECTION 5: PERMIT APPLICATION FEES (NON-REFUNDABLE)**

Description	Fee	Unit
Tree Cutting Permit Application Fee	\$50	Up to 3 Trees
- Each Additional Tree	\$50	Each Tree
Tree Cutting Permit Application Fee – Hazardous Tree	No Fee	

**SECTION 6: REPLACEMENT TREES (if applicable)**

See Section 5.2 of the Tree Preservation Bylaw No. 1282, 2020 for Replacement Tree requirements.

**SECTION 7: APPLICATION COMPLETION**

(initial or check each of the following)

- I have completed all sections of this application form.
- I have included a statement of purpose and rationale for the proposed tree cutting or removal on a separate page (if applicable).
- I have included detailed drawings as required in Section 4 of this application form.
- I have included the additional documentation and reports (if required) in Section 4 of this application form.
- I have included recent Certificate of Title (not more than 14 days old) or will obtain from the Town for a fee.
- Owner listed on the title has signed the application.
- I have verified as to whether my property falls within Development Permit Area 2.
- I have included the correct fee (contact the Town of Gibsons Infrastructure Services Department or refer to the Rates, Fees and Charges Bylaw if unsure of the correct fees).

**Please note:** your application will not be considered complete and cannot be processed unless it contains all of the information above. Please also review the Tree Preservation Bylaw No. 1282, 2020.

**SECTION 8: OWNER'S CONSENT AND AUTHORIZATION**

The undersigned owner/authorized agent agree to abide by the Town's Tree Preservation Bylaw and declare that the information submitted in support of the application is true and correct in all respects.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Other Owner  
(if applicable)

\_\_\_\_\_  
Date

NOTE: This is an application. Completing this form does not guarantee approval. Your application will be reviewed, and you will be contacted.