



**Tree Protection Bylaw 8057
Application Process**

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This Bulletin details the process for a Tree Cutting Permit under Bylaw 8057.

To review the bylaw in its entirety, please obtain copy from the City of Richmond website, www.richmond.ca or for a fee from Richmond City Hall.

General Procedures

Residents wishing to remove trees from their property must be in possession of a Tree Cutting Permit from the City of Richmond at least 72 hours before the tree removal is to occur. An application for Tree Cutting Permit can be obtained at the Permits counter located on the main floor of Richmond City Hall, 6911 No. 3 Road or online at www.richmond.ca.

Application Requirements

Minimum requirements:

- **Application Fee** for more than one tree in a 12 month period, if applicable;
- **Civil Address** and **Legal Description** (available at the Permits counter) for the property where the removal is to occur;
- **Description** of the tree to be removed (species, diameter, approximate height) – see Bulletin TREE-1;
- **Reason** for tree removal;
- Name and address of **Registered Owner(s)**;
- **Letter of Authorization*** from the Registered Owner(s).

Possible additional requirements:

- **Documents** supporting the tree removal request (Arborist Report, Site Plan, Replanting Plans, Photos, Letters of Authorization, etc.).

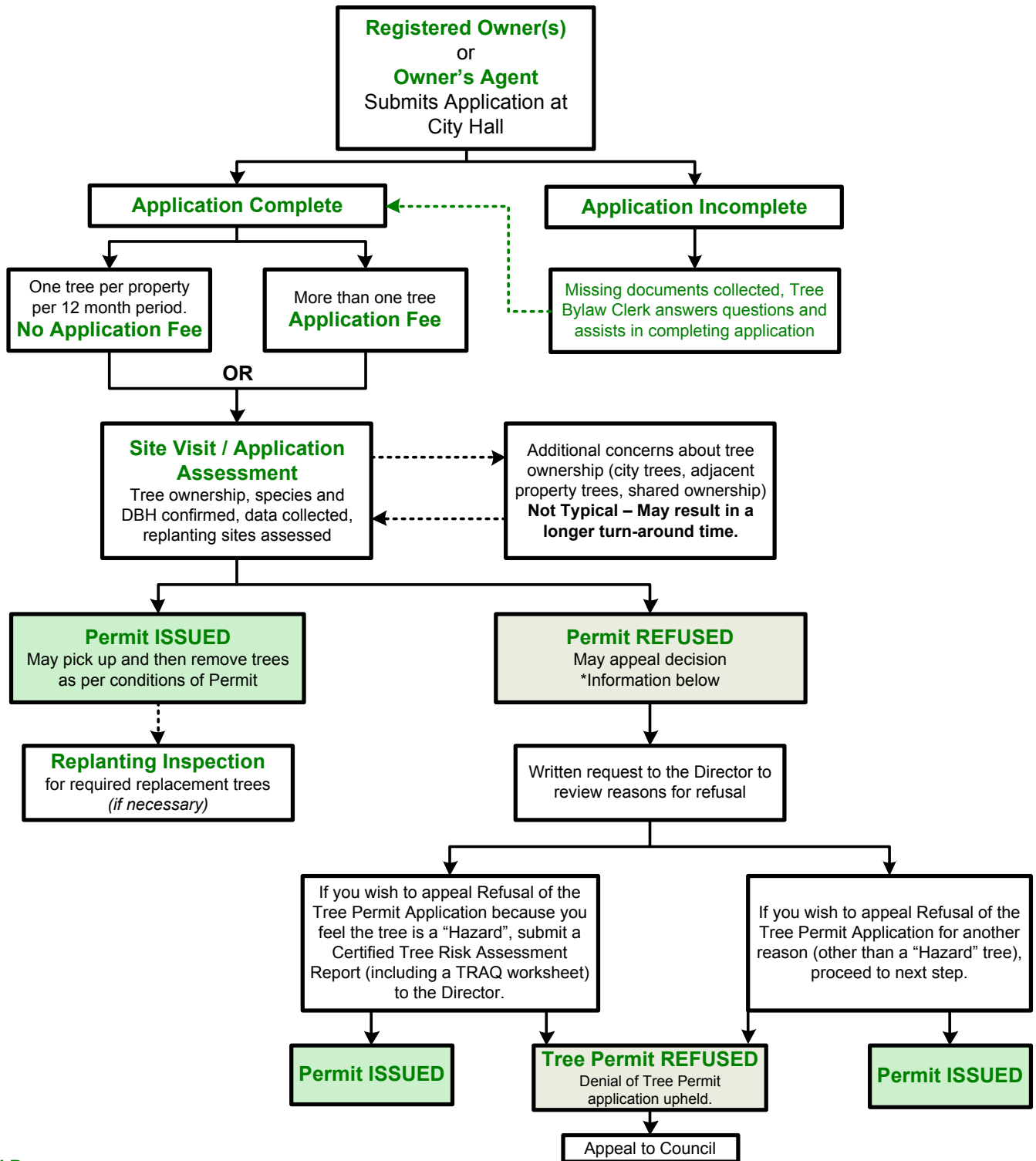
*If the registered owner is *not* the person applying for the permit or on a property with joint ownership, a **Letter of Authorization** with the Registered Owner’s signature is required. For trees located between properties or on a property line; a Letter of Authorization is required with the Registered Owner’s signature from the neighbouring property.

Application Process:

Once the applicable fee has been paid (*if required*) and a completed application has been received, a site inspection is conducted at the project address. Field data such as confirmation of tree ownership, confirmation of reason for removal, tree species, height and diameter are collected and recorded. Any suitable opportunities for replanting and possible impacts to surrounding vegetation will be assessed for replacement criteria. Applicants will be contacted when the permit is ready for pick-up or for additional required information.

See over →

Application Process Flow Chart



Appeal Process

The basic review strategy of Tree Protection Bylaw 8057 involves preserving healthy trees where possible (based on long-term viability, permitted the removal of those trees that are in poor condition or in conflict with the new development and requiring the replanting of new trees. A Tree Cutting Permit may be refused if the reason for the tree removal is considered unfounded or does not meet the removal criteria of dead, dying, significant structural defect, unresolvable conflict or high hazard. Applicants may submit a written request to the Director to review the reasons for refusal.

If the permit application refusal is upheld and the applicant still believes the tree is a "hazard", they must submit a report from a Certified Tree Risk Assessor (CTRA) with a TRAQ Worksheet to the Director. If the CTRA report substantiates the tree is a high hazard, a permit will be issued for the tree(s) removal. If a permit is not issued, they may apply to City Council for reconsideration of the matter within 30 days of a decision being communicated to them.

If the removal is for another reason other than a "hazard tree", and the applicant is dissatisfied with the decision, they may apply to City Council for reconsideration of the matter within 30 days of a decision being communicated to them.