



# City of Coquitlam Application for Approval to Remove Protected Trees

Urban Forestry Technician – Parks, Recreation and Culture  
3000 Guildford Way, Coquitlam, B.C. V3B 7N2  
Phone: 604-927-3482 Email: urbanforestry@coquitlam.ca

**Instructions:** If more information is required than a field allows for, please attach additional pages.  
Please email the completed form to urbanforestry@coquitlam.ca or mail to the address above. For more information, email the Urban Forestry Technician at urbanforestry@coquitlam.ca.

## Contact Information

Name of applicant and registered owner of the lot: \_\_\_\_\_

Address: \_\_\_\_\_ City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## Tree Removal Information

Name of tree cutting company: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Street address of property with trees proposed to be removed:  
\_\_\_\_\_

Estimated lot size in square-metres (m<sup>2</sup>): \_\_\_\_\_

Purpose of proposed tree cutting:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number, size (approximate height and diameter at 1.4 metres above ground) and species of trees to be cut:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many trees of protected size will remain on the subject property after the proposed tree removal?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will cutting occur on a slope greater than 36%, adjacent to a stream or body of water, a property boundary, or an area protected by restrictive covenant? (Please indicate which factor applies.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Will you require the stumps to be removed? If so, how do you propose to remove them?** (We recommend use of a stump router to chip out unwanted stumps, rather than a mechanical excavator, which can compact soil and damage roots from adjacent protected trees.)

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\*\*If an excavator is proposed for stump removal, please attach a plan of how you intend to protect the roots and soils of adjacent trees. Indicate on your permit application sketch where you intend to erect fencing to protect adjacent trees.

**Please indicate the number, size and species of required replacement trees:**

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**Additional Notes or Comments:**

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### Sketch Specifications and Fees

Please include the proposed species and planting location sketch of the required replacement trees on letter-size paper. A simple hand-drawn tree removal sketch for residential property is sufficient, and should include the following elements:

- A north arrow, the fronting street or road, civic address, the house footprint and any other major site elements (e.g. driveway, detached garage).
- Indicate the approximate location of the subject tree (or trees) proposed for removal and any adjacent trees 20 cm (8") or more in stem diameter.
- For sites with many trees where drawing individual trees is difficult, the sketch may show clusters of trees or sketch the outer perimeter of the canopy of the cluster. A count of the number of protected trees within the cluster should be shown. The label should also indicate the dominant species involved as well as the range of stem sizes.
- Label the tree (or trees) proposed for removal as best you can with the following information: common name, stem diameter. If you do not know the common name, please indicate whether the tree is deciduous (leafy) or coniferous (evergreen). (In rare cases, the tree in question may be a broadleaved evergreen, such as a laurel, arbutus or evergreen magnolia).

Please attach the sketch with this application and the \$57.25 permit fee. All applications must be accompanied by a tree survey drawing. Applications requiring supplemental documentation are subject to a \$285.85 permit fee. Any tree replacements require a \$300.00 per tree security deposit. See the attached brochure for more information. Applicants may consult the City Urban Forestry Technician at 604-927-3482 for guidance.

*\* Fees effective until March 31, 2019.*

\_\_\_\_\_  
**Signature of Applicant:**

\_\_\_\_\_  
**Date:**

**For office use only**

Application is complete

Sketch to specifications is attached

Permit fee collected

Date Issued: \_\_\_\_\_ Permit Number: \_\_\_\_\_