



DP #: \_\_\_\_\_

### Tree Removal Development Permit Application Form

Complete application form and prepare associated materials prior to submitting.

#### Property Information:

Project Address:

Building Name:

#### Applicant Information (authorized agent):

Contact name:

Mailing address:

City:

Postal Code:

Phone:

Email:

#### ISA Certified Arborist/Certified Tree Risk Assessor Information:

Contact name:

Mailing address:

City:

Postal Code:

Phone:

Email:

#### Project Information: (required)

Project Description:  
(# of trees removed  
and rationale)

#### Permit Fee: (refer to page X for Development Permit Fee Schedule)

Permit Fee:

Amount Enclosed:

Payment by:

Cheque - All fees may be paid by cheque payable to "University of British Columbia".

Cash or Credit Card – Must be made in person at the Campus and Community Planning Office

Work Order/Project #: \_\_\_\_\_



### Applicant/Authorized Agent Signature

I, THE AUTHORIZED AGENT, GIVE CONSENT FOR CAMPUS & COMMUNITY PLANNING TO POST DIGITAL DRAWINGS AND SUPPORTING TEXT FOR PUBLIC VIEWING ON THEIR WEBSITE.

I HEREBY AGREE THAT I WILL COMPLY WITH ALL RULES, BYLAWS, REGULATIONS AND POLICIES OF THE UNIVERSITY OF BRITISH COLUMBIA AND ALL OTHER STATUTES, RULES, BYLAWS, POLICIES AND REGULATIONS OF OTHER AUTHORITIES IN FORCE AT THE UNIVERSITY OF BRITISH COLUMBIA RELATING TO THE WORK, UNDERTAKING OR PERMISSION IN RESPECT OF WHICH THIS APPLICATION IS MADE AND THAT I WILL INDEMNIFY AND SAVE HARMLESS THE UNIVERSITY OF BRITISH COLUMBIA, ITS OFFICIALS, EMPLOYEES AND AGENTS FROM ALL CLAIMS, LIABILITIES, JUDGEMENTS, COSTS OR EXPENSES OF EVERY KIND, INCLUDING NEGLIGENCE, IN RESPECT OF ANYTHING DONE OR NOT DONE IN CONSEQUENCE OF ANY PERMISSION, PERMIT OR LICENSE ISSUED AS A RESULT OF THE APPLICATION OR THE FAILURE TO OBSERVE COMPLETELY ALL STATUTES, RULES, BYLAWS, POLICIES AND REGULATIONS RELATING TO ANY WORK OR UNDERTAKING IN RESPECT OF WHICH THIS APPLICATION IS MADE.

\_\_\_\_\_  
Signature of Applicant/Authorized Agent

\_\_\_\_\_  
Date

### Prior to Submission Recommendations

Please contact Development Services at [Development.Permits@ubc.ca](mailto:Development.Permits@ubc.ca) to schedule a site visit with the Manager of Development Services and Landscape Architect.

### Document Submission Requirements

<b>Application Form</b>	• A Development Permit Application Form must be completed and signed at time of submission.	<input type="checkbox"/>
<b>Application Fee</b>	• An application fee is due at time of submission.	<input type="checkbox"/>
<b>Certified Arborist Report</b>	• A report from an ISA Certified Arborist/ Certified Tree Risk Assessor <b>is required</b> and should include the following information: <ul style="list-style-type: none"> <li>○ The size, type, and condition of tree(s) to be removed</li> <li>○ A map/site plan/landscape plan identifying the location of the trees/shrubs to be removed</li> <li>○ Photos of the tree(s) to be removed including areas of decay or decline</li> <li>○ Location and type of proposed new plantings or replacement trees</li> </ul>	<input type="checkbox"/>
<b>Written Rationale</b>	• A written rationale for the proposed tree removal(s).	<input type="checkbox"/>
<b>Consent Letters</b> <i>(when applicable)</i>	• If there are multiple addresses involved, signed consent letters from each owner must be provided.	<input type="checkbox"/>
<b>Strata Approval</b> <i>(when applicable)</i>	• A copy of strata council meeting minutes/resolution or official letter supporting the tree removal(s).	<input type="checkbox"/>
<b>Tree Survey</b> <i>(if not provided in the Arborist Report)</i>	• Location and identification of all existing trees and other significant plant material on-site, including trees requiring removal.	<input type="checkbox"/>
<b>Tree Removal Sign</b> <i>(if required)</i>	• The applicant may be required to post a notification sign a minimum of 48 hours prior to the removals taking place. The sign layout and content will be provided by Development Services staff while installation, cost and removal are the responsibility of the applicant. (Photo verification of posting required).	<input type="checkbox"/>