



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

**Tree Removal Development Permit Application Form**Complete application form and prepare associated materials prior to submitting to [Development.Projects@ubc.ca](mailto:Development.Projects@ubc.ca).

Project Information					
Project Address:					
Building Name:					
Project Description:					
Applicant Information:					
Registered Owner:					
Mailing address:					
City:		Postal Code:		Phone:	
Email:					
Authorized Agent (Optional):					
Name of Authorized Signatory for Corporation/Partnership					
Email:				Phone:	
ISA Certified Arborist/ Certified Tree Risk Assessor Information:					
Contact Name & Company Name:					
Email:				Phone:	
Permit Fee: (refer to below Fee Schedule and additional information)					
Permit Fee:		Amount Enclosed:			
Payment by:		<input type="checkbox"/> Cheque - All fees may be paid by cheque payable to "University of British Columbia".			
		<input type="checkbox"/> Cash or Credit Card – In person at the Campus and Community Planning Office			
Fee Schedule:					
<input type="checkbox"/>	Tree Removal Development Permit Application Processing Fee				\$210
The following fees may apply <b>after</b> the initial staff review to confirm tree removal approval and determine replacement requirements. When replacement trees cannot be planted on-site, the applicant must contribute to UBC's Green Fund by paying the tree replacement fees. Refer UBC Tree Handout for replacement ratios.					
<input type="checkbox"/>	Tree Replacement Fees			\$2,000 per tree Exception: \$1,500 per tree for strata buildings	
	*Office Use Only* Number of tree replacements		#	Fee:	
All fees must be paid prior to the issuance of a development permit.					

**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 Campus and Community Planning representatives.

**Tree Removal Permit Application Checklist****Document Submission Requirements** *(Document(s) must be unlocked)*

<b>Application Form</b>	<ul style="list-style-type: none"> <li>A Development Permit Application Form must be completed and signed at time of submission.</li> </ul>	<input type="checkbox"/>
<b>Application Fee</b>	<ul style="list-style-type: none"> <li>Payment of the application fee is required</li> </ul>	<input type="checkbox"/>
<b>Arborist Report</b>	<ul style="list-style-type: none"> <li>A report from an ISA Certified Arborist/ Certified Tree Risk Assessor is required.</li> <li>The report must provide information about the tree proposed to be removed, surrounding site condition information, and photographs, if required.</li> <li>A table must be provided in the report identifying the following:               <ul style="list-style-type: none"> <li>Tree ID</li> <li>Species</li> <li>Size</li> <li>Condition</li> <li>Rationale for removal</li> </ul> </li> </ul>	<input type="checkbox"/>
<b>Tree Management Plan</b>	<ul style="list-style-type: none"> <li>Plan prepared to scale by a landscape professional (e.g.: Landscape Architect or Arborist).</li> <li>The plan must include the following:               <ul style="list-style-type: none"> <li>Existing trees to be retained on site</li> <li>Existing trees to be removed on site</li> <li>Tree protection notes and details as required</li> </ul> </li> </ul>	<input type="checkbox"/>
<b>Planting Plan</b>	<ul style="list-style-type: none"> <li>Plan prepared to scale by a landscape professional (e.g.: Landscape Architect, Landscape Designer, Arborist).</li> <li>The plan must locate all new replacement trees and include their:               <ul style="list-style-type: none"> <li>Species</li> <li>Caliper size at time of planting</li> <li>Soil volume (surface area x depth of tree pit)</li> <li>Offset dimensions from building faces and above and below ground infrastructure</li> </ul> </li> </ul>	<input type="checkbox"/>
<b>Consent Letters</b> <i>(when applicable)</i>	<ul style="list-style-type: none"> <li>If there are multiple addresses involved, signed consent letters from each owner must be provided.</li> </ul>	<input type="checkbox"/>
<b>Strata Approval</b> <i>(when applicable)</i>	<ul style="list-style-type: none"> <li>A copy of strata council meeting minutes/resolution or official letter supporting the tree removal(s).</li> </ul>	<input type="checkbox"/>