

<b>TREE PERMIT APPLICATION</b>				
Tree Permits are required for the removal or cutting of any Protected Tree as defined in Langley City’s Tree Protection and Management Bylaw No. 3321. Please provide clear, legible, and complete information. Incomplete applications will delay processing and may result in rejection.				
Applicants must ensure compliance with all applicable City bylaws, including zoning regulations and permitted uses for properties within their designation.				
<b>PROJECT ADDRESS:</b>	<b>Office Use Only</b>			
<b>DOCUMENTS:</b> (R: Required at time of application / M: May be required)			Submitted	Accepted
1. Completed and Signed Tree Permit Application	Must include property details and owner/agent signature	<b>R</b>	<input type="checkbox"/>	<input type="checkbox"/>
2. Owner Authorization	Required if applicant ≠ owner	<b>R</b>	<input type="checkbox"/>	<input type="checkbox"/>
3. Shared tree consent	Required if tree straddles property line with another private owner (See FAQ)	<b>R</b>	<input type="checkbox"/>	<input type="checkbox"/>
4. Arborist Report	Arborist Must be ISA Certified, and TRAQ Certified. May not be required for non-development related applications.	<b>M</b>	<input type="checkbox"/>	<input type="checkbox"/>
5. Qualified Environmental Professional Report	Required If environmental/geotechnical risk exists	<b>M</b>	<input type="checkbox"/>	<input type="checkbox"/>
6. Replacement Tree Plan	Provide the proposed number and species of replacement trees in accordance with the City’s Design Criteria Manual and the City’s Tree Protection and Management Bylaw No.3321	<b>M</b>	<input type="checkbox"/>	<input type="checkbox"/>
7. Emergency Removal Declaration	If removal is due to imminent hazard. If not part of a Development Application, a full Arborist Report may not required for emergency removal; however, supporting evidence (photos, brief Arborist letter if requested or available) must be attached.	<b>M</b>	<input type="checkbox"/>	<input type="checkbox"/>
8. Non-emergency Hazard Tree declaration	If the tree is not an imminent danger but is a risk of causing unavoidable damage to the owner’s property or infrastructure. A full Arborist Report may not required for emergency removal; however, supporting evidence (photos, brief Arborist	<b>M</b>	<input type="checkbox"/>	<input type="checkbox"/>

	letter if requested or available) must be attached.			
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**ARBORIST REPORT REQUIREMENTS:**

The report must be prepared by an ISA Certified Arborist with TRAQ and include:

- Tree Inventory: species, DBH, condition, and location of each Protected Tree on the lot and within 4 m of property lines.
- Retention Assessment: identify trees to be retained and removed and assess suitability for retention.
- Tree Protection Zone & Barrier Plan: dimensions of protection zones, barrier locations, and any additional measures, following Best Practices and City’s Design Criteria Manual.
- Risk Assessment: indicate if any tree has a high or extreme risk rating or imminent likelihood of failure.
- Site Plan / Aerial Photo: show tree locations relative to property boundaries, buildings, and infrastructure; include north arrow, civic address, and scale (metric 1:100 or ¼ foot).
- Recommendations: tree protection measures during construction and any required Arborist supervision during development.

Additional details may be requested by the Director

**APPLICANT ACKNOWLEDGEMENTS & CONDITIONS**

**Emergency Removal Declaration**

I declare that the tree(s) proposed for removal present an imminent hazard to people or property and require immediate removal without prior permit approval, as allowed under Section 5 of Tree Protection and Management Bylaw No. 3321.

Supporting evidence (Arborist letter, photographs, or other documentation) must be attached.

**Fees and Security Deposits**

- Application Fee: As per Fees and Charges Bylaw
- Tree Replacement Security: Refundable deposit required for each Replacement Tree as per Bylaw Section 11.
- Tree Protection Security: Refundable deposit required for retained Protected Trees during development activities.

**Cash-in-Lieu Option**

Where planting replacement trees on-site is not feasible due to space limitations or site conditions, the applicant may provide cash-in-lieu at the rate specified in the Fees and Charges Bylaw, subject to Director approval.

**Permit Display on Site**

I acknowledge that the Tree Permit must be displayed in a visible location on the property from the commencement of permitted activities until completion, as required by Bylaw Section 8.

**Tree Protection Barrier & Letters of Assurance**

I acknowledge that Tree Protection Barriers must be installed around all retained Protected Trees prior to any site disturbance, in accordance with the City’s Tree Protection Detail and Design Criteria Manual. Pre-construction Letter of Assurance (LOA) from an ISA Certified Arborist must be submitted before any site disturbance. Post-construction LOA must be submitted after completion.

**Environmental Development Permit Conditions**

I acknowledge that tree removal within or impacting an Environmentally Sensitive Area (ESA) requires review under the City’s Environmental Development Permit (EDP) process. An EDP—including QEP reporting and, where needed, habitat compensation in accordance with Council Policy CO-88—must be approved prior to any tree removal or site disturbance.

**Properties Not Subject to a Development Permit**

I acknowledge that this application is **not associated with a Development Permit, Development Variance Permit, or Demolition Permit**, and is solely for the removal of a **Protected Tree** under Tree Protection and Management Bylaw No. 3321.

I understand that the removal of a Protected Tree under a non-development application is permitted **only where the tree meets the criteria for hazardous, high-risk, dead, declining condition, or causing unmitigable damage to infrastructure** as confirmed through an Arborist Report, or other evidence meeting City requirements.

I accept responsibility for any damage to City infrastructure arising from tree removal activities and agree to follow all required safety and protection measures.

**PERMIT SUBMISSION (Office Use)**

Screened by:	Date:	<input type="checkbox"/> Insufficient information for application as noted - Re-submit <input type="checkbox"/> Accepted for Application
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**APPLICANT**

Name	E-Mail Address	Phone #
		Cell #
Address		
City	Province	Postal Code

**OWNER (complete only if the applicant is not the registered owner of the lot)**

Name	E-Mail Address	Phone #
		Cell #
Address		
City	Province	Postal Code

**Owner/Agent to complete below:**

I hereby apply for a Tree Permit for the construction as described herein and I hereby certify that the above information is correct and I agree to comply with all pertinent Bylaws whether the detailed information is contained herein or not, and that, if I am not the owner of the property upon which the above construction is to be carried out on, I have been authorized by way of an agreement, by the Owner as his/her Owner's Agent to act on his/her behalf.

In consideration of the granting of the permission applied for I/we hereby agree to indemnify and keep harmless the City of Langley against all claims, liabilities, judgments, costs and expenses of whatsoever kind, which may in any way accrue against the said Corporation in consequence of and incidental to the granting of this permit, if issued. And I further agree to pay the full cost of repairing any damage to the City of Langley works occasioned by the building operations in respect of which this application is made.

<b>Please Print Name (owner/agent)</b>	<b>Signature (owner or agent)</b>	
<b>For Office Use Only:</b>	<b>Distribution:</b>	<b>Date Entered: (by)</b>
<b>City Staff Reviewer Name:</b>	<input type="checkbox"/> Engineering, Parks, and Environment	