



Tree Management Plan

(Only required for Subdivision and Development Permits)

The City of Nanaimo “TREE PROTECTION BYLAW 2013 NO. 7126” requires that a Tree Management Plan be submitted for review and approval and that a Tree Removal Permit be obtained prior to tree cutting, major pruning, or undertaking activities that may damage any tree. The attached application has been developed to ensure that sufficient information is available to facilitate reviews of tree management plans.

To initiate the review process, please fill out the attached application form and provide a plan that contains the following information:

- The plan should show the general location of vegetation, coupled with a general description of trees on site, listing the species, the range of sizes of each and approximate coverage of each (as percentage of the total site), as well as areas with no trees.
- The plan should also indicate the location of any large groups of same species trees (ie. arbutus groves, etc.), if present
- The plan should indicate whether or not any significant trees are on site and, if so, their locations.
- In the case of properties that could be subdivided and where the City is likely to require park dedication, the area to be dedicated as park should be clearly shown on the plan.
- The plan should also clearly indicate any Bylaw 4500 Schedule “C” – Watercourses as well as the watercourse setback, other natural features such as ravines and/or steep slopes that might be impacted by removal of existing vegetation, Environmentally Sensitive Areas (ESA’s), and Nanaimo Parkway Design Guideline setbacks.
- The plan of the proposed development should show road layout, service locations, building location(s), etc., indicating the extent of areas required to be cut, and, for phased projects, the boundaries of each phase.
- The plan must indicate all areas where trees are to be removed and where trees are to be retained.
- A topographical map of the area to be developed is often useful and sometimes required.

Upon receipt of the above information, municipal staff will attend the site and identify any specific trees and/or areas that are of concern. This information will then be directed to the applicant through the City Community Safety and Development Department (depending on the type of project contemplated).

Municipal staff will advise the applicant of fees payable. **A Tree Removal Permit will not be issued unless fees are paid in full.**

Contact the Urban Forestry Coordinator at (250) 755-4460, local 4357, to discuss Tree Removal Permit Applications and instances where Tree Removal Permits are not required.