

Requirements for Tree Management Plans

The City of Nanaimo “TREE PROTECTION BYLAW 1993 NO. 4695” requires 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 4000 Schedule “G” – 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 City Arborist at (250) 755-4429 to discuss Tree Removal Permit Applications and instances where Tree Removal Permits are not required.

Supplementary Information

It is necessary to obtain a Tree Removal Permit for activities such as:

- Tree removal for a proposed development
- Tree removal for the subdivision of a parcel of land
- Tree removal on parcels of land of 0.2 hectares or greater
- The logging of commercial timber
- The cutting or pruning of a significant tree
- Tree removal in a watercourse setback or other Development Permit Area

Note: This is not a comprehensive list; refer to "TREE PROTECTION BYLAW 1993 NO. 4695" for more information.

The term "Significant Tree" is defined in the Bylaw. There are three categories:

1. **Heritage Trees** – specific trees of heritage/historic value are listed in "TREE PROTECTION BYLAW 1993 NO. 4695" by species and location within the city.
2. **Wildlife Trees** – trees that provide habitat for an egg or nest of species such as bald eagle, heron, and other species protected under the *Wildlife Act*.
3. **Landmark Trees** – trees of certain species and size important to the community for landmark value, as follows:

Species	Minimum Tree Diameter To Be Considered A Significant Tree
Rocky Mountain Juniper, Garry Oak, Pacific Crabapple, Black Hawthorn, Western Dogwood	10 cm
Western Yew, Pacific Willow, Hooker's Willow, Sitka Willow, Bitter Cherry, Cascara	15 cm
Western White Pine, Shore Pine, Trembling Aspen	20 cm
Douglas Maple	40 cm
Western Hemlock, Arbutus	50 cm
Sitka Spruce, Douglas Fir, Grand Fir, Western Red Cedar, Black Cottonwood, Bigleaf Maple	80 cm

Please be aware that, although the City of Nanaimo does not regulate or enforce the **Wildlife Act**, you may be in contravention of the Provincial **Wildlife Act** if you are removing trees during the spring nesting season. It is, therefore, in your best interest to retain a Registered Professional Biologist to confirm nesting or the lack thereof on your site prior to removals.

The *Wildlife Act (RSBC 1996)* CHAPTER 488, Part 1 – General Provisions – Section 34 – Birds, nests and eggs, states:

- “ 34 A person commits an offence if the person, except as provided by regulation, possesses, takes, injures, molests or destroys**
- (a) **A bird or its egg,**
 - (b) **the nest of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, or**
 - (c) **the nest of a bird not referred to in paragraph (b) when the nest is occupied by a bird or its egg.”**

For further information, please contact the British Columbia Ministry of Environment.

Received Date:

Mailing Address: 455 Wallace Street
 Nanaimo BC V9R 5J6

Office: 238 Franklyn Street
 Telephone: (250) 755-4429
 Fax: (250) 755-4439

Tree Removal Permit Application No.
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APPLICATION FOR TREE REMOVAL PERMIT

1. Location of Proposed Activity

Legal Description (Lot, Block, Section, Range, District, Plan):						
Lot	Blk	Sec	Rge	Dist	Plan	

Street Address:

2. Owner/Applicant Information

Owner

Name(s):

Mailing Address:

Telephone Number(s):	Fax Number:	Email Address:
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Applicant

Name(s):

Mailing Address:

Telephone Number(s):	Fax Number:	Email Address:
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3. Purpose of Application and Supporting Permits/Approvals Required

Purpose of Tree Removal Application (ie. why trees are to be removed/proposed project):

Have you or do you intend to apply for any other permits or approvals with the City of Nanaimo or the BC Ministry of Water, Land and Air Protection in conjunction with this Application: If yes, describe:

List relevant files (write down any applicable file numbers):
<input type="checkbox"/> Development Permit Application (DP): <input type="checkbox"/> Rezoning Application (RA): <input type="checkbox"/> Subdivision Application (SUB): <input type="checkbox"/> Building Permit Application (BP):

Tree Management Plan

4. Site Description

Topography:

Soils and morphology:

Water (lakes, streams, creeks):

Wildlife habitat (eg. nesting trees, deer):

Natural features/visual values:

Vegetation (overstory/understory – size, species, density):

Significant trees on site (trees of Heritage, Wildlife, or Landmark value):		
Species	Number	Diameter Range (centimeters)

5. Tree Removal/Retention Proposal

Provide information for total project, as well as each phase of phased projects, and indicating current phase being developed. All sizes to be recorded in <u>hectares</u>:
Size of parcel:
Size of existing treed area:
Size of proposed Parkland Dedication, if applicable:
Size of proposed Tree Protection Zone, excluding Parkland Dedication:
Size of proposed tree clearing area:

