



TREE MAINTENANCE APPLICATION

NAME: _____ LOT: _____ PHONE NUMBER: _____

MAILING ADDRESS: _____ POSTAL CODE: _____

DESCRIPTION OF WORK:

TYPE	QTY	TYPE	QTY
REMOVAL OF DEAD TREE		CANOPY LIFTING	
REMOVAL OF LIVE TREE		PRUNING	
REMOVAL OF HAZARDOUS TREE			

WORK TO BE COMPLETED BY (COMPANY): _____

REPLACEMENT TREE(S) IF APPLICABLE:

QTY	APPROVED TREE TYPE	PLANT ON LEASED PROPERTY (Y/N)	LEASEHOLDER COST

\$300.00 FEE (nonrefundable) REQUIRED AT TIME OF APPLICATION.

DATE OF APPLICATION/FEE: _____ RECEIPT NO.: _____

\$1000.00 DAMAGE DEPOSIT IS REQUIRED PRIOR TO WORK BEGINNING. THIS WILL BE REFUNDED ON COMPLETION OF APPROVED FINAL INSPECTION.

DATE OF DEPOSIT: _____ RECEIPT NO.: _____

FEES (\$325.00 PER TREE):

QTY	TOTAL

DATE OF PAYMENT: _____

RECEIPT NO.: _____

OFFICE USE ONLY: Pursuant to Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019, tree maintenance permission is granted for tree removal or pruning on the following conditions:

APPLICATION APPROVED: APPLICATION DENIED:

Manager of Park Operations

PERMIT EXPIRY DATE: _____

Chief Administrative Officer

FINAL INSPECTION COMPLETED BY: _____

REFUND DEPOSIT: YES NO REFUND DATE: _____

REMARKS: _____

REPLACEMENT TREES PLANTED DATE: _____



Application Procedure (*excerpt from Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019*)

3. TREE MAINTENANCE AND REMOVAL APPLICATION PROCEDURE

Any leaseholder must make an application to have any work completed on trees within Park boundaries, such as tree removal or indigenous tree maintenance.

- 3.1 The applicant will obtain an application form from the Cultus Lake Park office.
- 3.2 The applicant will complete the application form and return it to Park office along with a plot plan and the application fee, paid in accordance with Schedule A of this Bylaw. The application fee will be waived for any tree maintenance on a leaseholder lot, provided that said maintenance will preserve the tree, as determined by an Arborist.
- 3.3 A copy of the completed application form will be forwarded to the Manager of Park Operations for review.
- 3.4 The Manager of Park Operations will contact the applicant to set up a site assessment.
- 3.5 The Manager of Park Operations will determine if an Arborist is required. If an Arborist is required this cost will be borne by the applicant.
- 3.6 The applicant will be contacted and informed of the assessment and status of the application. If the application is approved the fees and damage deposit must be paid in accordance with Schedule A of this Bylaw.
- 3.7 The applicant will provide the Cultus Lake Park office with the date and time of the scheduled tree work, as well as the name and contact information of the applicant's bonded contractor, no later than 48 hours before the commencement of the approved tree work.
- 3.8 Approved applicants will be issued a permit which must be posted and visible on site where the work will be performed. The permit is to remain posted until completion of the final inspection.
- 3.9 The applicants must notify the Park office of completion of work and clean-up.
- 3.10 The Manager of Park Operations or designate will inspect the work site and subject trees for satisfactory completion and clean-up. If clean-up is satisfactory, approval will be given for release of the damage deposit. If clean-up is unsatisfactory, the Park office will contact the applicant to inform him/her of deficiencies that need rectifying.
- 3.11 Clean-up must be carried out to the satisfaction of the Manager of Park Operations or designate no later than 14 business days after completion of the work. If the applicant does not comply, all costs of any clean up done by Park staff will be borne to the applicant.
- 3.12 If a tree within the Park needs to be removed due to the actions of the applicant, the cost of removing the tree, including the stump, will be borne to the applicant.

For more information regarding tree maintenance and removal, please refer to The Cultus Lake Park Tree and Plant Bylaw No. 1153.2019, available in paper copy from the Park office or online at www.cultuslake.bc.ca