

PERMIT APPLICATION CHECKLIST

TREES



There are many steps to a permit request. The City website describes **steps 1 to 6** of this permit request, which includes administrative fees, and provides information concerning zoning, guidelines for renovating and building, including guideline #2 regarding exterior walls and guideline #6 regarding landscaping under the Site Planning and Architectural Integration Programmes (S.P.A.I.P.). Refer to the City website at westmount.org/en/tree-felling.

City authorization for tree felling on private property is required in all cases, except if the tree is not more than 10 cm (4 in.) in diameter, when measured at a height of 1,5 m (5 ft.) from the ground.

In order to protect Westmount's tree canopy, tree cutting is only authorized in the following circumstances, and after the issuance of a certificate of authorization for tree cutting:

- based on an arboriculturist's report, the tree is dead or in a state of irreversible blight, with more than 50% of the crown consisting of dead wood;
- the tree is within the building site of a projected construction (structure or retaining wall) or within 3 meters of the building site of a projected construction (structure or retaining wall) - Please note that a building permit or landscape certificate is a pre-requisite in this context;
- the tree is located within the building site of a swimming pool or, in the case of the front yard, within the building site of accessory parking or means of access to a building, but only if no other area is available elsewhere on the parcel of land for such construction - Please note that a building permit or landscaping certificate is a pre-requisite in this context;
- based on an arboriculturist's report, the tree is likely to spread a disease or is an exotic invasive species and accordingly, must be replaced;
- based on an arboriculturist's report, if the tree represents a dangerous condition due to an irreversible situation resulting from a disease or structural deficiency affecting its solidity;
- If the tree causes serious damage to a property - Please note that the City may require a report signed by an engineer.

Gather all mandatory documents marked by an asterisk (*) in steps 2 and 3 below, prior to applying for a permit at the Urban Planning counter; otherwise the file opening will be denied.

STEP 2 - GATHER ALL THE DOCUMENTS

Required documents for review:

- *A letter from the building owner authorizing the certificate application, *if request is made by a third party*;
- *A letter from the association of co-owners authorizing the proposed modifications, *if applicable*;
- *A copy of a certificate of location indicating the location of the tree to be removed;
- *A clear and colour photograph of the tree to be removed;
- *An arboriculturist's report, written and signed by an arborist (certification or diploma) or a landscape architect (AAPQ);
- A report signed by an engineer, *if applicable*;
- A plan indicating the proposed replacement program (by an arborist or landscape architect), *if applicable*;



- A tree protection method for the surrounding trees, *if applicable*;
- A site plan showing existing and proposed landscaping, *if applicable*;
- *An official cost estimate, excluding taxes, provided by a Professional to intervene on said tree(s).

This list is a summary. Please note that additional documents or information may be required in order to provide a better understanding of the project and contribute to the request process. (By-Law #1300, article 65, point 14^o)

STEP 3 - OPENING A FILE AT CITY HALL

[Pay the fee for the document analysis](#); the cost of the certificate is separate.
The cost of the certificate is \$105 per tree.