

Development Permit Application Guide



Tree Cutting

Planning and Development
P.O. Box 1260, Banff, Alberta T1L 1A1
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www.banff.ca
enviroservices@banff.ca

TREE PROTECTION: THE BANFF APPROACH

Trees are an important part of the natural setting and attractiveness of Banff but also help to reduce the Town's impact on the surrounding National Park. Banff is fortunate to have a number of mature trees and relatively dense tree cover within the built-up area of the town. Mature trees may need thinning or pruning. Dead, hazardous or dying trees should be removed for safety. Some trees may have to be removed to accommodate new development. A permit process is used by the Town of Banff to ensure adequate protection of the existing tree cover, as well as protection of the street (Sidewalk, road, trail, avenue, parkway, driveway, lane, alley, square, bridge) for use of vehicles, pedestrians, and cyclists.

WHEN IS A DEVELOPMENT PERMIT REQUIRED FOR TREE CUTTING?

A Development Permit is required to remove, relocate or alter (e.g. "topping") any living tree within the Town. A permit is also required for use of any street in the Town for the purpose of removing, relocating, or altering a living tree.

WHEN IS A DEVELOPMENT PERMIT NOT REQUIRED FOR TREE CUTTING?

A Development Permit is not required for seasonal or routine pruning and maintenance of trees and shrubs, except "topping" of trees. "Topping" of trees is not permitted unless expressly permitted by a Development Officer. A separate permit is not required for the removal of trees where a Development Permit has been issued for a new development on the same site and the removal of trees is implicit or explicit in that permit.

If you are unsure if a Development Permit is required, please contact Town of Banff Planning and Development staff for assistance prior to removing any trees.

DOES THE TREE HAVE TO BE REPLACED?

It is a condition of approval of tree cutting and street use permits that any trees cut be replaced with new trees, or an equivalent quantity and quality of plant material. You should anticipate this condition and plan some replacement planting before submitting your application. The Banff Design Guidelines contains a recommended list of trees and shrubs that are suitable for Banff's growing conditions. Replacement planting may be waived if a Development Officer is of the opinion that the site will retain adequate tree and landscape coverage.

WHO IS RESPONSIBLE FOR REMOVING THE TREE?

The Town of Banff does not provide a tree cutting service for any trees on private property. It is the responsibility of the property owner to have removed from their property any dead or hazardous trees or living trees for which a permit has been obtained. The Town of Banff accepts no responsibility for any property damage or personal injury that results from the tree removal. It is strongly advised that a professional feller be contracted since tree cutting can be dangerous.

The property owner is responsible for all street closures, including the supply and maintenance of all necessary signage and/or barriers for the duration of a closure of any portion of the street.

All timber to be removed from the site is the property of Parks Canada. After removing any tree, please contact Parks Canada at 762-1419 to confirm whether they have any need for such materials. The property owner is also responsible for cleaning up loose branches and debris. All waste and debris resulting from the tree removal shall be delivered to the Francis Cooke Regional Landfill Site, please call (403) 673-2708 for directions. Please note that burning branches in your yard is not permitted.

Town of Banff staff periodically removes hazardous or dead trees located on public lands and streets. If you are aware of any hazardous or dead trees on public lands and streets near your property, please contact Town of Banff Operations staff at 762-1240.

HOW TO COMPLETE A DEVELOPMENT PERMIT APPLICATION FORM FOR TREE CUTTING?

Each Development Permit application form contains a list of plans and materials that must accompany the application (see Submittal Requirements). In certain cases, the town may waive some of the listed requirements. It is recommended that you discuss the application with planning and/or engineering staff as early as possible.

HOW DOES THE DEVELOPMENT PERMIT APPROVAL PROCESS WORK?

Once a Development Permit application is received and it is deemed to be complete, it is reviewed by the Planning and Development, and Engineering Departments for consistency with the Town of Banff Land Use Bylaw and other relevant documents. The duration of the review period is generally one week, but may be longer, depending on the volume of work being handled by Town of Banff staff and external agencies and the complexity of the proposed development. If a tree is deemed dead or hazardous efforts will be made to expedite the review process.

Tree cutting permits are regulated as discretionary uses except the application is decided by a Development Officer unless the tree removal is part of an application for another type of discretionary use, then the Municipal Planning Commission (MPC) shall decide on the application. The Development Officer and MPC have the ability to refuse Development Permit applications for tree removal (discretionary uses) even though they may meet the minimum standards of the Land Use Bylaw. Once a decision is made, a Development Permit may be issued accompanied by a number of conditions, which are required to be satisfied within one year of the date of issuance of the Development Permit. The tree(s) shall not be removed until a Development Permit has been issued.

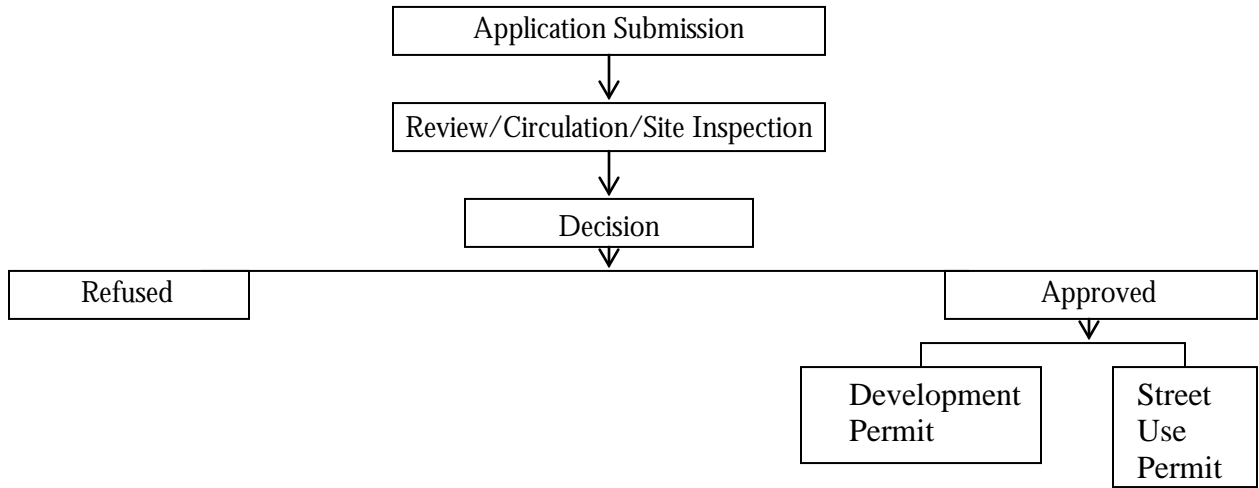
WHAT IS THE FEE FOR PROCESSING A DEVELOPMENT PERMIT APPLICATION FOR TREE CUTTING?

Application processing fees vary according to the numbers of trees to be removed and the extent of the proposed street use requirements. The fees for tree cutting are outlined in the Development Processing Fees Schedule. The fees for Street Use Permits are outlined in Schedule A of the Street and Public Place Use Bylaw. The Development Officer will contact you after the application has been reviewed to advise you of the fee amount. These fees help the Town to partially recover the costs of reviewing permit applications. Contact Town of Banff Planning and Development or Engineering staff for more information.

The Town of Banff Land Use Bylaw and other planning documents are available on the Town of Banff website (www.banff.ca) or at the Banff Town Hall.

Fees do not apply for trees that are deemed by the Development Officer to be dead and/or hazardous.

DEVELOPMENT REVIEW PROCESS



SUBMITTAL REQUIREMENTS

Tree Cutting Plan:

- q 2 copies
- q Site plan, or photos of the site showing specific location of trees to be removed relative to buildings, property lines and utilities
- q Reason for requesting tree removal
- q Trees proposed for removal are to be clearly marked with flagging tape at time of application

Street Use Plan (if required):

- q 6 copies
- q Site plan showing proposed closures to any portion of the street (sidewalk, lane, traffic lane, parking stall, other)
- q Site plan showing the proposed pedestrian detours. Detours must comply with City of Calgary Standards. Contact the Engineering Department, 762-1215, for details

Tree Replacement Plan:

- q 2 copies
- q Site plan showing location of all proposed replacement trees/shrubs relative to buildings, property lines and utilities

*** Refer to the Banff Design Guidelines for a recommended list of trees and shrubs suitable for Banff's growing conditions**

Development Permit Application



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File No. _____ Street Use Permit No. _____

Development Street Address: _____

Legal Description: Lot(s)/Unit: _____ Block: _____ Plan (LTO): _____

Land Use District: _____

Name of Applicant (if different than above): _____

Mailing Address: _____

City/Province: _____ Postal Code: _____ Email: _____

Tel. No.: _____ Cell No.: _____ Fax No.: _____

Description of proposed tree cutting requirements:

How many trees are proposed for removal, relocation, or alteration? _____

What are the species' and sizes of the trees proposed for removal, relocation or alteration? _____

How many trees/shrubs are proposed for replacement? _____

What are the species' and sizes of the proposed replacement trees/shrubs? _____

Description of proposed street closure:

Will the proposed tree removal, relocation, or alteration require closure to any portion of a sidewalk, street, traffic lane, or parking stall? yes no

Which portion of the street will be closed?

Sidewalk Traffic Lane Street Parking Stall Other (describe) _____

AUTHORIZATIONS

Authorization of Agent

I/We _____ authorize _____
(name of registered owner) (name of applicant)

to act as agent and sign the application form to the Town of Banff on my/our behalf for the property known as

(civic address of property)

Signature(s) of registered owner(s)	Date
_____	_____
_____	_____

Signature of Signing Officer(s) of Corporation	Corporate Seal(s), if applicable

Property owner's agreement

As of the date of this application, I am the registered owner of the lands described in the application. I have examined the contents of the application, certify that the information submitted with it is correct insofar as I have knowledge of these facts, and concur with the submission of the application. I acknowledge that the lands described in the application may be subject to applicable laws, regulations, and guidelines including, but not limited to, the Town of Banff Land Use Bylaw, the Banff National Park Management Plan, and the Canadian Environmental Assessment Act. I agree to comply with all provisions of the Town of Banff Land Use Bylaw and any other applicable legislation, if this application is approved.

Signature of property owner	Date
_____	_____

FOR OFFICE USE ONLY	
Permit No.: _____	Roll #: _____
Application Fee: _____	
(Not applicable if tree is deemed by the Town to be dead or hazardous)	
Received by: _____	