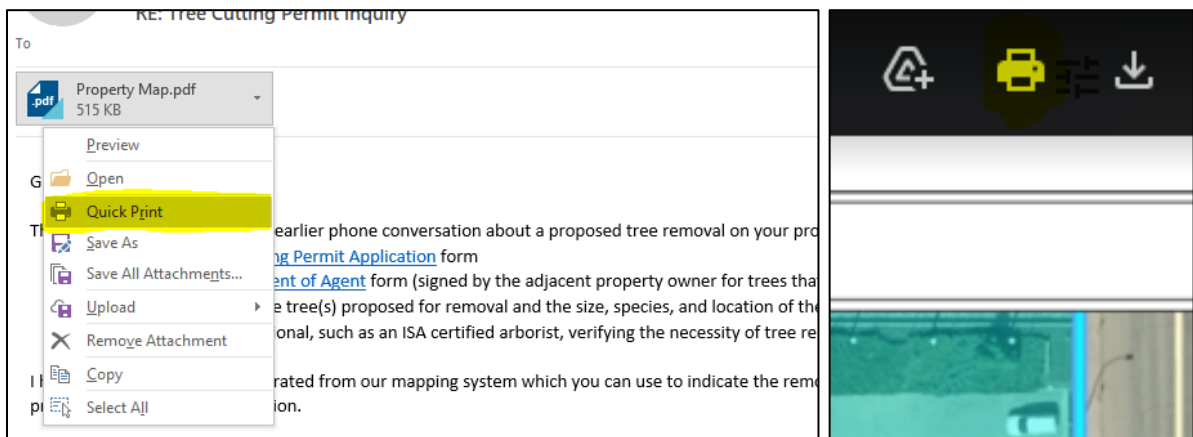


CREATING A SITE PLAN

Applications for tree removal permits require a site plan drawn to scale. This plan should show the locations of existing trees, trees proposed for removal, and proposed replacement trees on the property. Please use the following guide to create a site plan to include with your application.

To Make A Physical Site Plan

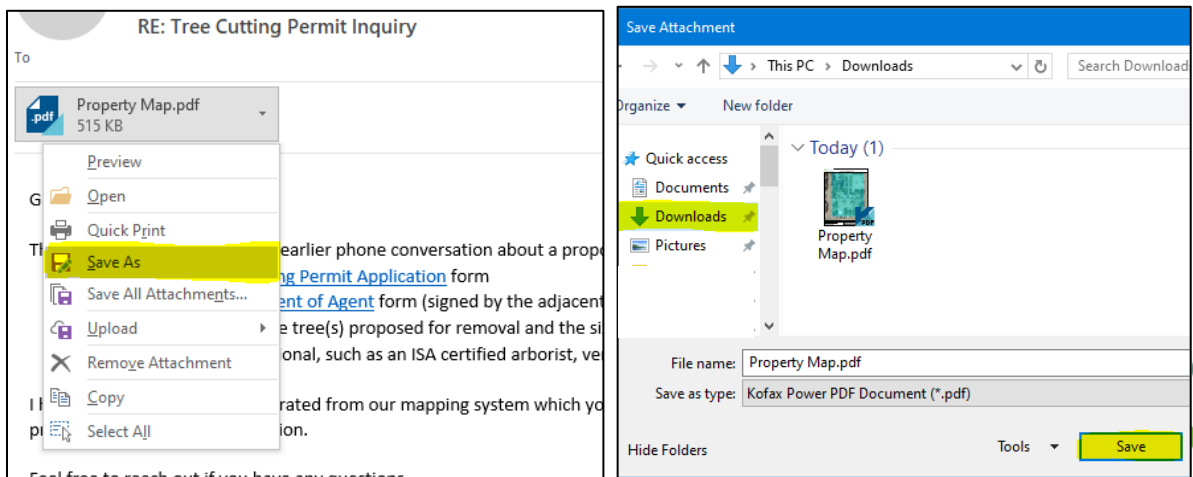
1. Request a map of your property to be emailed to you.
2. Right click the map and select **Quick Print** which send the map to your printer. If you don't see this option, open the file and click the **Print** icon along the top tool bar instead.



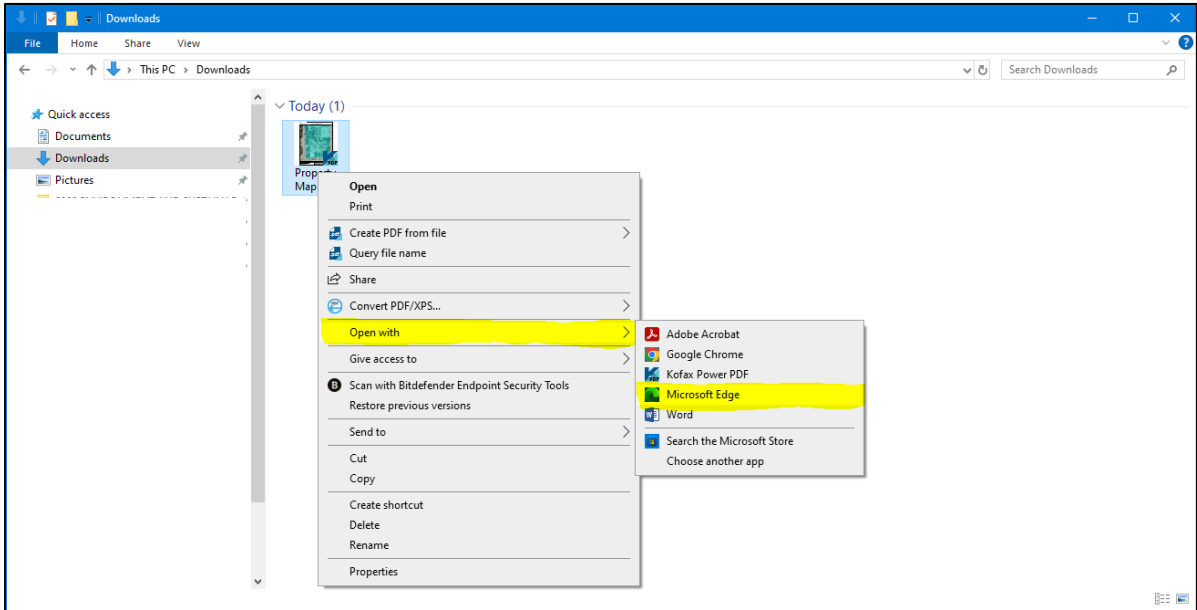
3. You can now draw on the printed map to show:
 - The tree(s) to be removed.
 - The size, location and species of replacement tree(s).
4. Send the completed map via email with the rest of your application to buildingcounter@vernon.ca.

To Make A Digital Site Plan

1. Request a property map via email. Right click the map and click **Save As**. A new window will open. Click the **Downloads** folder then **Save**.

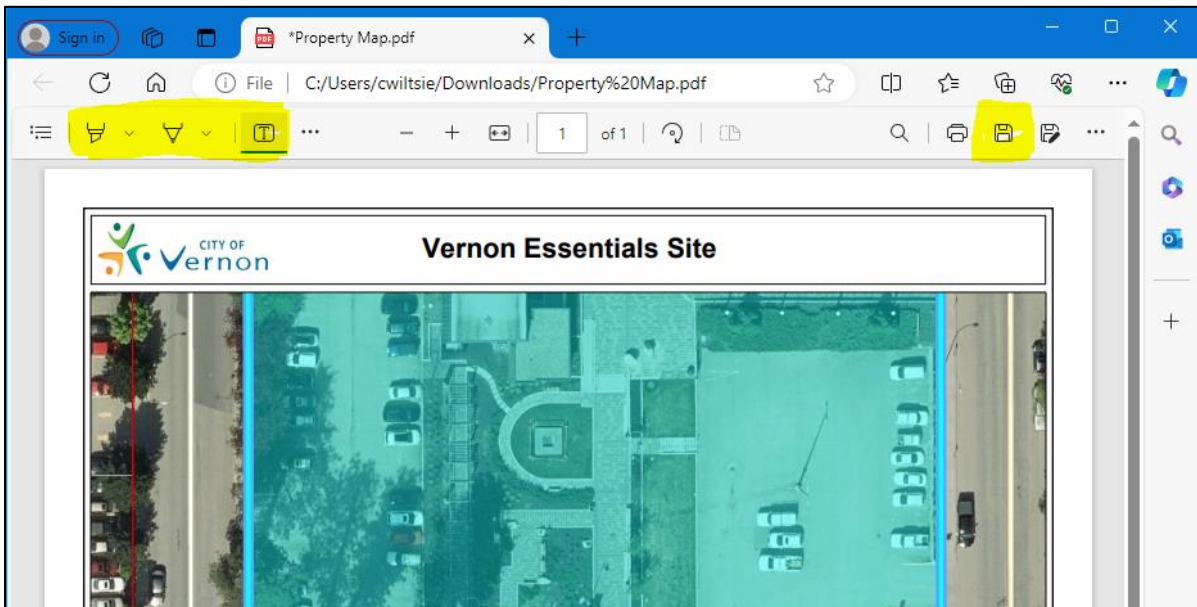


2. Open the **Downloads** folder. Right click the map and select **Open With** then **Microsoft Edge**.



3. This will open the map in **Microsoft Edge**. You can now use the **Draw, Highlight** and **Text** tools along the top toolbar to show:

- The tree(s) to be removed.
- The size, location and species of replacement tree(s).



4. Once complete, click **Save** along the top tool bar and send the completed map via email with the rest of your application to buildingcounter@vernon.ca.



Sample Site Plan:

