

Street Address. _____

CTS No. _____

**CITY OF VAUGHAN
PRIVATE PROPERTY TREE PROTECTION BY-LAW (185-2007)
APPLICATION FORM**

OFFICE USE ONLY

(To be completed after the application has been reviewed by Parks & Forestry Operations)

Permit No.: _____ Official Receipt No. _____
Fee: \$ _____ Received By: _____ Date: _____
Approved: _____ Denied: _____
Method of Payment: _____

CHECK LIST

1. Application
 2. Arborist Report
 - (a) For dead or hazardous trees (and/or)
 - (b) For replacement plan
 3. Copies of Landscape Plan (2)
On a separate 8 1/2 x 11 paper sketched or to scale
 4. Picture
(2) pictures required per tree:
 - Close up of the tree
 - Overview of the tree in proportion to the lot.
 5. Written Consent from Neighbour
 6. Not a woodlot or part of a woodlot
-

APPLICATION # _____

The personal information on this form is collected under By-law #185-2007 and will be used for the purposes of this application only. This application may contain personal information as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is collected under By-law #185-2007. This information will be used to process this application and for administrative purposes related to this by-law. Questions related to the collection of this information should be directed to the Municipal Freedom of Information and Protection of Privacy Act Coordinator, 2141 Major Mackenzie Drive, Vaughan, Ontario, L6A 1T1, (905) 832-8504 Extension 6142.

Instructions for Completion of Application:

1. This application is applicable to the injury or destruction of any one (1) or more trees having a tree diameter of twenty (20) centimetres or more measured at the trunk base or 1.4m above the ground or any multi-stemmed tree(s) having a combined main trunk diameter of twenty (20) centimetres or more or having a base diameter of twenty (20) centimeters or more unless authorised by permit to do so pursuant to By-law 185-2007.
2. Application form to be completed by applicant. Print **CLEARLY**. Incomplete applications will not be processed resulting in delays.
3. Application process is a minimum of 67 days. Applications involving multiple trees or requiring additional site visits may require longer.
4. Municipal address must include street name and number. (911 numbers for rural location)
5. Provide 2 copies of plans or drawings of the property showing locations of all trees, including trees(s) to be removed and tree(s) being preserved.
6. Provide photographs of the tree(s) being removed. Photos are to include a close up and a photo taken at a distance providing context on the site.
7. Tree protection plans must be submitted for tree(s) being preserved in or adjacent to construction zones/areas.
8. Provide an Arborist Report for all trees including dead or hazardous tree(s).
9. Provide 2 copies of the replanting plan or landscape plan, if replanting is required. All tree removals which are not for dead or dying trees will require replanting. The number of trees to be replanted will be determined by the Parks Manager and will be determined by the number, size and condition of tree(s) being removed.
10. See table in Section 18 for fee requirements. If paying by cheque, make cheque payable to: The City of Vaughan, Tree Permit Section.
11. Provide written consent from an adjacent property owner where the base of a tree straddles a property line.
12. Provide written authorization from the owner if this application is signed by an applicant other than the owner, or by an agent.
13. Submit this application and supporting documentation to Parks & Forestry Operations, Joint Operations Centre located at 2800 Rutherford Road, Vaughan ON L4K 2N9.
14. Arborist Report is to include the following:
 - Percentage of total property canopy cover being removed
 - Species of trees being removed
 - Health/Condition of trees being removed
 - Reason for removal
 - Replacement recommendations to remove non-hazard tree(s)
 - Formula used for replacement
 - Arborist certification number
 - If tree(s) is determined to be hazardous, rationale must be included

APPLICANT INFORMATION

1. Municipal address of subject property:

2. Name of Applicant/Agent:

3. Mailing Address of applicant:

4. Telephone: _____ Work No.: _____

Fax: _____ Email address: _____

5. Name of Registered Owner (if different from above):

6. Mailing address of Owner (if different from above)

7. Existing Land Use: _____

8. Please provide the file number of any types of current development applications that have been submitted:

No Current Applications	_____	Subdivision	_____
Official Plan/Rezoning	_____	Site Plan	_____
Building Permit	_____	Committee of Adjustment	_____
Pool Permit	_____	Topsoil Removal Permit	_____
Land Division	_____		

9. Are the tree(s) located on any neighbouring property line resulting in the joint ownership of the tree/s.

- Yes No Private
- Yes No Public

10. If Yes, do you have authorization from the neighbouring property owner to act as their representative in this application to injure or remove tree(s). Yes No

11. Letter of authorization from neighbouring property owner to injure or remove tree(s) is provided (if applicable). Yes No

12. Have you removed any trees within the last calendar year? Yes No

If YES, how many trees were removed? _____

How many of these trees were larger than 20 cm? _____

13. Number of trees being injured or removed _____.

14. Reason why trees are being injured or removed. (Please circle letter):

- A. trees interfere with proposed developments
- B. all trees are dead, dying or hazardous
- C. trees are interfering with utilities/dwelling/foundation
- D. Addition/Pool/Deck
- E. other (please specify): _____

15. Please specify species and diameter of trees subject to injury or removal below. If more than five trees, please specify the five largest trees and reference the remainder in the Arborist report (if required).

	Species	Tree Diameter (cm)
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

16. Are replacement trees required? YES (non hazard tree removal)
 NO (dead/dying tree or sufficient canopy coverage)

17. If YES, is a copy of replanting plan attached? YES NO

18. A site plan or drawing of the subject property is required and must include the following information:
- A. The location of the tree(s) you wish to injure or remove and the distance of the trees to the property lines and/or buildings.
 - B. The location of any buildings on the property.
 - C. The dimensions of the property and location of the streets.
 - D. The location and size of trees being protected.
 - E. The proposed location for replacement tree(s).
 - F. Other natural features on the property such as slopes and creeks.

19. Fee Requirements:

trees considered dead, dying or injured.....	\$ 0.00
1 tree	\$104.00
2 trees	\$150.00
3 trees	\$200.00
4 trees	\$250.00
5 trees	\$300.00
6 trees	\$350.00
7 or more trees	\$400.00

This information must be supported by an arborist report and/or approved by Manager.

Declaration

I hereby declare that the statements made by me upon this application are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent off this application and authorize City of Vaughan staff to enter the property for inspection purposes for processing this application.

Signed at the City of Vaughan this _____ day of _____, 20____

Signature of Applicant: _____

Please print name: _____