

Community Council area: (Check appropriate box)

- North York     
  Toronto and East York     
  Scarborough     
  Etobicoke York

### Address

Street No.	Street Name	Unit No.	Ward
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Property subject to ravine and natural feature area protection?

- Yes     No

Please go to [http://www.toronto.ca/trees/private\\_trees.htm](http://www.toronto.ca/trees/private_trees.htm) for information on Ravine and Natural Feature Areas. You must submit a Ravine and Natural Feature Area Permit Application to injure or destroy any vegetation in the ravine and natural feature protected area. Forms and information are available online.

### Owner Information (as it appears on Deed/Transfer of Land)

Owner (Last Name)		First Name		<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	
Company Name (if applicable)		Company Officer (Name)		Position	
Street No. and Name					Apt./Unit No.
City	Province	Postal Code	Email	Telephone No.	Fax No.

### Applicant Information (the City will communicate with the "applicant" regarding this application)

Applicant is:    Same as above    Arborist    Agent    Contractor    Other \_\_\_\_\_

Last Name		First Name		<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	
Company Name (if applicable)					
Street No. and Name					Apt./Unit No.
City	Province	Postal Code	Email	Telephone No.	Fax No.

### Owner's Authorization to Submit an Application (To be completed only if the applicant is not the owner)

I/We (owner) \_\_\_\_\_ Authorize (applicant): \_\_\_\_\_

to act as my agent and sign this application form on my behalf, in respect of the premises listed under "Address" section above.

Signature(s) of Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Signing Officer(s), Position held, and Corporate Seal (if owner is a company/partnership) \_\_\_\_\_ Date \_\_\_\_\_

### Application for a permit to:

Check appropriate box(es) and specify trees(s) to be injured or destroyed. Give diameter in centimeters. If you have additional trees, please list them on a separate sheet.	<input type="checkbox"/> Destroy (Remove)		<input type="checkbox"/> Injure		Total No. of Trees Included in Application:
	Tree No.	Diameter (cm)	Tree No.	Diameter (cm)	

Reason for application:

### Application Fee Calculation

<input type="checkbox"/> <b>Non-construction related application (\$100 per tree)</b> Applications to injure or remove trees not associated with construction related activity.	<input type="checkbox"/> <b>Construction related application (\$300 per tree)</b> Applications to injure or remove trees associated with activity that includes but is not limited to building, demolition, excavation, boring, placement of fill or surface treatment, storage of construction materials or equipment, storage of soil, construction waste or debris, movement of vehicles and equipment. Applications for Official plan amendments, plans of subdivision and condominiums, site plan control, minor variance, consent and building permit applications.
No. of trees                      X \$100                      Total Fee                      \$	No. of trees                      X \$300                      Total Fee                      \$

*Accepted methods for payment of fees: certified cheque or money order. Please make all amounts payable to the Treasurer of the City of Toronto. Application fees are non-refundable and payable at the time of initial application. Filing a permit application does not guarantee that a permit will be granted.*

### Authorization

I have read and understand the attached information sheet and I am aware of the permit procedures required under the provisions of the Private Tree By-law. I hereby certify that the information, survey and plans provided are correct and truly indicate my intentions respecting the proposed work. In submitting this application, I acknowledge, consent and agree to allow City designated officers onto the property for the purposes of conducting any inspections required.

Signature (Owner or Applicant) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

The personal information on this form is collected under the authority of the City of Toronto Act. The information is used to process your application and notify you of meetings related to your application. Questions about the collection of *personal information only* can be directed to 416-396-7377, the Manager of Tree Protection and Plan Review, Parks, Forestry & Recreation, 70 Nashdene Rd., Toronto, ON M1M 2V2.

## Items Required to Complete Your Application

The following items must be submitted to complete your Application to Injure or Destroy Trees. Applications which are incomplete will not be processed. Depending on the nature of the application you may be required to submit additional information.

### Application to Destroy (Remove)

- Completed Application Form
- Application Fee (certified cheque or money order)
- Arborist Report
- Landscape/ Replanting Plan
- Photos
- Site Plan (if application is construction-related. See Common Terms section.)
- Elevations (if application is construction-related)
- Site Plan with Ravine Line Delineation  
(if property is in a ravine protected area)

### Application to Injure

- Completed Application Form
- Application Fee (certified cheque or money order)
- Arborist Report
- Tree Protection Plan
- Site Plan (see Common Terms section)
- Elevations
- First Floor Plan
- Basement Plan
- Photos
- Construction Details (may be required)
- Site Plan with Ravine Line Delineation  
(if property is in a ravine protected area)

## Common Terms

Arborist Report	An arborist report is a technical report which details specific and accurate information about the trees in question, such as location, species, size, condition, structural integrity, disease, infestations and vigour. It also identifies the nature of the work to be undertaken and appropriate protection measures. An arborist report helps determine the legitimacy or merit of requests for tree removal and enables the efficient review of proposals by City staff. This results in fewer delays in responding to inspection requests and the processing of applications. You may find professional tree service companies in the Yellow Pages under "Tree Services" who prepare arborist reports. Arborists are certified with the International Society of Arboriculture (I.S.A.) or registered with the American Society of Consulting Arborists (A.S.C.A.).
Construction Details	Construction details of structures within the tree protection zone of any tree(s) measuring 30 cm or greater in diameter at 1.4 m above ground level that are to be preserved. Include details regarding building foundation construction (i.e., footings, slab-on grade, piers, etc.) within the tree protection zone. These help your arborist and Urban Forestry staff determine the impact that the proposed work will have on the tree's roots. All drawings must be legible and at a useable scale. Scaled-down faxed/photocopied copies are not acceptable.
Elevations	Elevation drawings (side/rear views of the proposed structure) help your arborist and Urban Forestry staff determine the extent of canopy pruning that may be required where there are trees in close proximity to proposed structures. The canopy of a deciduous tree may extend further than the tree protection zone, so an injury permit may be required if excessive canopy pruning is required, even if you are able to erect the hoarding at the required minimum tree protection distance. Elevation drawings also show the depth and nature of excavation for footings/basements/etc. All drawings must be legible and at a useable scale. Scaled-down faxed/photocopied copies are not acceptable.
Landscape/Replanting Plan	A landscape/replanting plan illustrates the replacement tree(s) to be planted. It must include the following information: <ul style="list-style-type: none"> <li>i. <i>Location</i> the tree(s) will be planted on the subject property</li> <li>ii. <i>Species</i> (large-growing trees native to Southern Ontario are preferred)</li> <li>iii. <i>Size</i> of replacement tree(s) (minimum 50 mm caliper for deciduous trees, 1.75-2.5 m height for coniferous trees)</li> <li>iv. <i>Time</i> of replanting (typically the next planting season in the year; e.g., Fall 2007)</li> </ul> Where there is inadequate space for replanting, the owner must provide 'cash in lieu' of replanting, in the amount of \$583 per tree. Accepted methods for payment include certified cheque or money order. Please make all amounts payable to the Treasurer of the City of Toronto.
Owner	For the purposes of making an application under the Private Tree By-law, the owner is defined as the owner of either property where the base of a tree straddles a property line or whose property is physically impacted by the roots or crown of a tree on adjacent property. However, the determination of ownership of any subject tree is the responsibility of the applicant and any civil or common-law issues that may exist between property owners with respect to trees must be resolved by the applicant. Urban Forestry does not grant authority to encroach in any manner or to enter onto adjacent private properties.
Owner's Authorization	The Owner's Authorization section must be completed if the arborist, or someone else acting on behalf of the owner, is submitting the application.
Photos	You are required to submit photos to accompany your application. In some cases, this may alleviate the need for a site visit and speed up the application process. Urban Forestry may waive the requirement for photos in certain circumstances.
Site Plan	The following are Urban Forestry's specifications for site plans under the Private Tree By-law. Applications which lack the following information will be considered incomplete and will not be processed. <ul style="list-style-type: none"> <li>i. All drawings must be legible and at a useable scale. Scaled-down faxed/photocopied copies are not acceptable</li> <li>ii. The plans must show the location of existing and proposed structures</li> <li>iii. The plans must show the location of existing and proposed driveways, and/or resurfacing of driveways</li> <li>iv. All trees measuring 30 cm or greater in diameter at 1.4 m above ground level on the subject property and on adjacent properties within 6 m of the property must be plotted accurately</li> <li>v. Where there is more than one tree in question, the trees must be numbered and those numbers must correspond to the arborist report and tree protection plan</li> <li>vi. Trees measuring 30 cm or greater in diameter that are to be removed must be clearly identified</li> <li>vii. The required <i>minimum protection distances</i> (see chart on page 1) must be plotted to scale around all trees measuring 30 cm or greater in diameter located on the subject and/or adjacent properties within 6 m of the property that are to be preserved. The dimensions of the minimum protection distance(s) should be clearly labeled.</li> <li>viii. The location of <i>tree protection hoarding</i>, in accordance with the City of Toronto's Tree Protection Policy and Specifications for Construction Near Trees must be plotted to scale around all trees measuring 30 cm or greater in diameter located on the subject and adjacent properties within 6 m of the property that are to be preserved.</li> </ul>
Site Plan with Ravine Line Delineation	If the property is located near a river, creek, or a steep slope, please go to <a href="http://www.toronto.ca/trees">www.toronto.ca/trees</a> and click on "Which properties are protected by the Ravine and Natural Feature Protection By-law?" If the property is within a ravine protected area, bring a site plan prepared on the basis of survey information to the Survey and Mapping map sales counter located at 18 Dyas Road, 1 <sup>st</sup> floor, to have the ravine protection line plotted on the plan. The cost for this service is \$65 plus tax. Tel: 416-392-7665. Hours: 8:30 - 4:30.
Tree Protection Plan	A plan prepared by a qualified tree expert in accordance with Urban Forestry's <i>Tree Protection Policy and Specifications for Construction Near Trees</i> . The plan must identify protected trees that are to be retained, assess the impact any proposed construction activity will have on the trees and provide details on the tree preservation methods that will be implemented prior to, during and after construction activity is completed. Tree preservation methods may include the erection of hoarding, crown and root pruning, fertilization, aeration, mulching and watering, to name a few.

## Information About Permits to Injure or Destroy Trees on Private Property Under Municipal Code Chapter 813, Trees, Article III

The Private Tree By-law was adopted to preserve significant trees on private property in the City of Toronto, to assist in sustaining the urban forest in the City and to educate individuals with respect to tree protection measures and alternatives to tree injury and destruction.

The Private Tree By-law does not apply to the ravine portion of properties regulated under the provisions of Municipal Code, Chapter 658 (the Ravine and Natural Feature Protection By-law). All vegetation within Ravine Protection Areas is protected. For further information about the Ravine and Natural Feature Protection By-law, including maps and forms, please visit [www.toronto.ca/trees/ravines.htm](http://www.toronto.ca/trees/ravines.htm).

### What Trees are Protected Under the Private Tree By-Law?

The Private Tree By-law protects trees on private property that are 30 cm or more in diameter at 1.4 m above ground level.

#### Tips on How to Measure DBH (Diameter at Breast Height)

- Measure the circumference (like measuring your waist) of the tree at 1.4 m above the ground (This is an average person's shoulder height.)
  - Divide the number by π (3.14). This will give you the diameter. The diameter is the width of the tree trunk, just like the width of a pizza.
  - For a multi-stemmed tree, measure the largest stem at 1.4 m.
- Quick tip:* A tree with a DBH of 30 cm (12 inches) has a circumference of 94.2 cm (37.7 inches).

Note: Privately-owned trees that do not qualify for protection under the Private tree or the Ravine and Natural Feature Protection by-law that were planted as a condition of site plan approval and incorporated into a site plan agreement which was registered on title are required to be maintained substantially in conformity with the approved drawings. Contact [City Planning](#) (PDF) for further information.

### Do I Need a Permit to Prune a Tree?

You may prune a tree without a permit, so long as it is in accordance with good arboricultural standards and to maintain the health of the tree. For any tree work, we encourage you to retain the services of a Certified or Registered Consulting Arborist, a Registered Professional Forester or others with similar qualifications. You may find professional tree care companies listed under "Tree Services" in the Toronto yellow pages.

### Do I Need a Permit to Remove a Dead, Imminently Hazardous, or Terminally Diseased Tree?

A permit is not required if a tree is confirmed by Urban Forestry staff to be:

- 100% dead
- Imminently hazardous: a destabilized or structurally compromised tree that is in imminent danger of causing damage or injury to life or property.
- Terminally diseased Please note: There are various diseases that affect trees, however not all diseases will lead to the death of a tree. The intent of the by-law is to exempt those trees that are terminally diseased in order to expedite removal to minimize risk to other trees and/or injury to persons or property. A permit is required for trees that are in poor condition.

The quickest and easiest way to receive exemption confirmation is to submit an arborist report and digital photographs of the subject tree via email to the appropriate district email shown on page 4. Please put your address (e.g., 123 Main St) as the subject heading of your email to expedite processing. Alternatively, you may mail or drop off in person your arborist report and photos to the appropriate district office, as shown on page 4. DO NOT FAX PHOTOS. If Urban Forestry determines that a tree does not qualify for exemption, you will need to submit a complete permit application.

### How do I Apply for a Permit?

If you require a permit to remove or injure a protected tree, you must complete and submit the attached application and required fee and supplementary documents to Urban Forestry. Please note that applications which are INCOMPLETE will not be processed. You will be notified in writing if the application is incomplete and Urban Forestry staff will advise which item(s) are necessary to complete the application.

### What is Tree Injury?

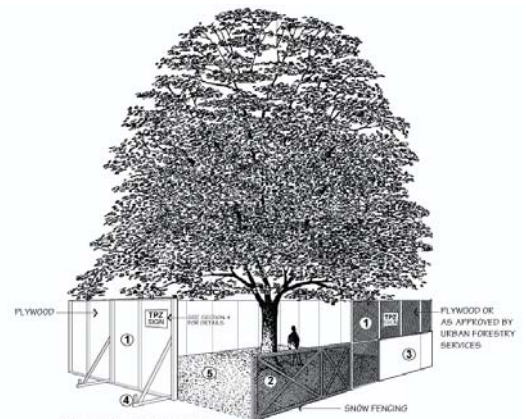
A tree's roots may extend 2-3 times the width of the canopy and removal of a large portion of its roots may lead to the decline and eventual death of a tree, or may cause it to be destabilized. Urban Forestry's minimum requirements for construction near trees are identified in our *Tree Protection Policy and Specifications for Construction Near Trees*, found online at [www.toronto.ca/trees](http://www.toronto.ca/trees). 2.4m (8ft) high plywood clad hoarding (see diagram), or equivalent as approved by Urban Forestry, must be erected at or beyond the Tree Protection Zone (TPZ) shown on the chart below. Please note that you are not only required to protect trees on your property, but also those on adjacent properties.

Here are some examples of things that may require an injury permit:

- Building a structure within the tree protection zone (TPZ)
- Demolishing a structure within the TPZ
- removing an existing slab-on grade garage within the TPZ
- constructing a deck whose piers will be within the TPZ
- laying a driveway within the TPZ, or replacing a driveway within the TPZ, including interlocking stone driveways.
- using the TPZ as an access area for construction vehicles
- constructing a new structure or a 2<sup>nd</sup> storey addition that would require pruning a tree in excess of good arboricultural standards

### Why Do I Have to Plant a New Tree?

The Urban Forestry objectives contained in the City of Toronto Official Plan include increasing our city's tree canopy cover from its current 17% to 30 to 40%. The planting of replacement trees is integral to the private tree by-law. Permits to remove trees are issued conditional upon planting new trees, or paying cash in lieu of replanting (currently \$583 per tree) for the City to plant trees on the road allowance or in parks.



Tree Protection Barriers (DBH)*	(TPZ)**
30-40 cm	2.4 m
41-50 cm	3.0 m
51-60 cm	3.6 m
61-70 cm	4.2 m
71-80 cm	4.8 m
81-90 cm	5.4 m
91-100 cm	6.0 m

\*DBH = Diameter at Breast Height. See "Tips on How to Measure Diameter" section above.

\*\* To be measured from the outside edge of the tree base.

## What Happens Next?

Urban Forestry staff will review your application to ensure that it is complete. You will be notified in writing of any missing items. Once Urban Forestry is satisfied that the application package is complete, staff will conduct a site visit to verify the assessment of your arborist and to determine if a permit may be issued and/or if a public notification process is required.

Submission of an application does not guarantee that a permit will be issued. Factors that Urban Forestry will consider when reviewing permit applications include (but are not limited to): the health of the tree, its significance in the neighbourhood and the proximity of the tree to existing and proposed structures.

Where a public notification process is required, Urban Forestry staff will post a 'Notice' of application on the subject property to notify passers-by of the application to injure or destroy tree(s). This provides the community with the opportunity to submit comments to Urban Forestry on the application. The sign must be posted for a period of not less than fourteen (14) days. After the posting period expires, Urban Forestry staff consults with the ward councillor, advising him/her of our recommendations, and a decision is made with respect to whether the permit will be issued or denied.

A public notice period is not required for trees that are in poor condition, or for healthy trees in certain circumstances as outlined in the Municipal Code.

If a permit is going to be issued, you will receive a document to sign – called an Undertaking and Release – which confirms your intent to plant the replacement tree(s) or implement the tree protection plan. This document also needs to be signed by a witness (who can be anyone other than the owner of the property). Once Urban Forestry staff receives the signed, dated and witnessed Undertaking and Release, the permit will be issued. You may not proceed with the injury or removal of the tree(s) until you have received the permit.

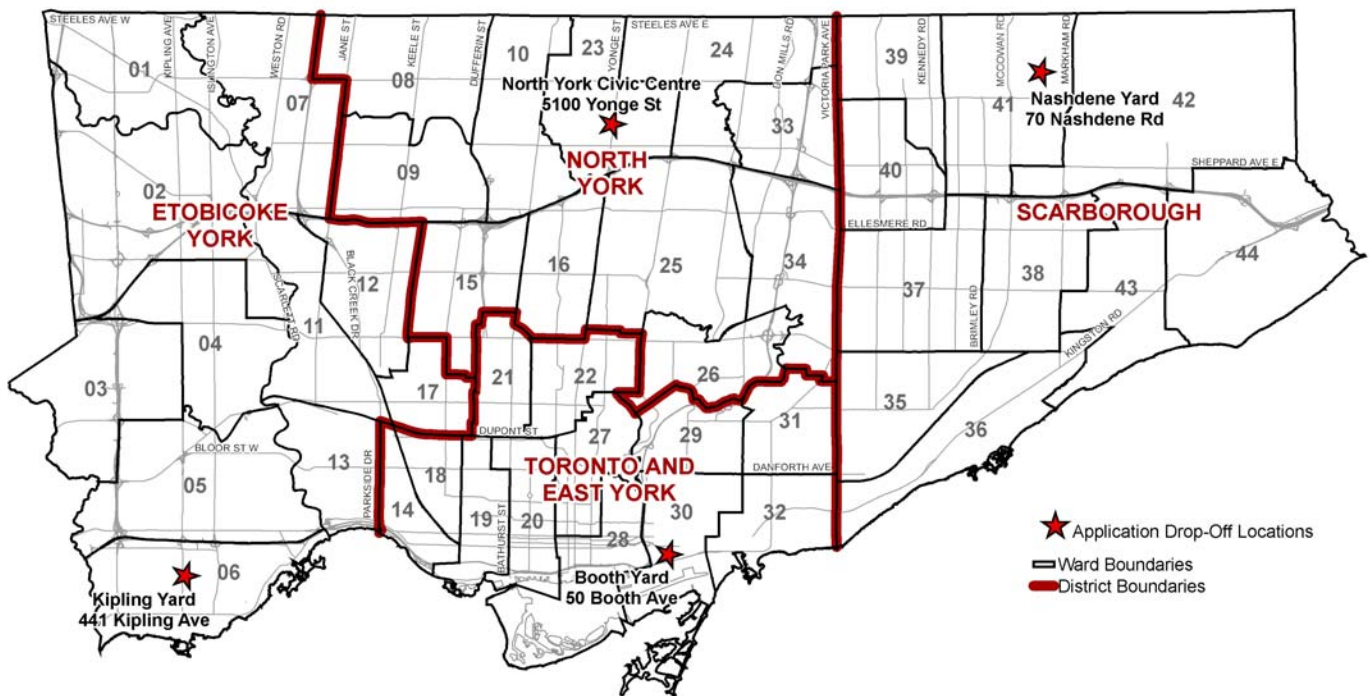
The General Manager of Parks, Forestry and Recreation may request a Tree Guarantee Deposit to guarantee the planting or protection of trees. It is the applicant's responsibility to advise the General Manager of Parks, Forestry and Recreation that the trees have been planted in accordance with approved plans and/or tree protection zones have been created in accordance with approved plans. It is also the applicant's responsibility to submit a written request to the General Manager for the refund of a Tree Guarantee Deposit, 2 years after the completion of all construction activity and/or 2 years after tree planting.

After planting the replacement tree(s), or the erection of the tree protection hoarding, you are to notify Urban Forestry, and we will conduct a site visit to verify that the necessary conditions have been met.

If the permit to injure or destroy trees is denied, you will be notified in writing. If you wish to appeal this decision to City Council you are to notify Urban Forestry staff, and we will prepare the necessary report to Community Council. Community Council will make a recommendation related to your request which will go to City Council for a decision.

## Important Information

A person convicted of an offence under the By-law is liable to: 1) a minimum fine of \$500.00 per tree and to a maximum fine of \$100,000.00. 2) a special fine of \$100,000.00.



## Contact Information

Applications must be submitted to the appropriate district office. Please call ahead to make an appointment.

North York District  
Urban Forestry  
Tree Protection & Plan Review  
North York Civic Centre  
5100 Yonge Street, 3rd Floor  
North York, Ontario M2N 5V7  
Tel: 416-395-6670  
Fax: 416-395-6714  
Email: [tpnorth@toronto.ca](mailto:tpnorth@toronto.ca)  
Hours: 8:30 – 3:00, M-F

Toronto and East York District  
Urban Forestry  
Tree Protection & Plan Review  
Booth Yard  
50 Booth Avenue  
Toronto, Ontario M4M 2M2  
Tel: 416-392-7391  
Fax: 416-392-7277  
Email: [tpsouth@toronto.ca](mailto:tpsouth@toronto.ca)  
Hours: 8:30 – 3:00, M-F

Scarborough District  
Urban Forestry  
Tree Protection & Plan Review  
Nashdene Yard  
70 Nashdene Rd.  
Toronto, Ontario M1V 2V2  
Tel: 416-338-5566  
Fax: 416-396-4248  
Email: [tppeast@toronto.ca](mailto:tppeast@toronto.ca)  
Hours: 8:30 – 3:00, M-F

Etobicoke York District  
Urban Forestry  
Tree Protection & Plan Review  
Kipling Yard  
441 Kipling Avenue  
Toronto, Ontario M8Z 5E7  
Tel: 416-338-6596  
Fax: 416-394-5406  
Email: [tpwest@toronto.ca](mailto:tpwest@toronto.ca)  
Hours: 8:30 – 3:00, M-F

Urban Forestry General Information Line: 311

Helpful information, forms and maps are available on our website: [www.toronto.ca/trees](http://www.toronto.ca/trees)