This cover page contains information about the contents of the document that follows.

# Name of document:

Natural Gardens Exemption Application Form

# Overview:

This document contains the application required to apply for a Natural Garden Exemption.

# Who to contact for more information:

If you would like more information or require this in an alternate format to be accessible, please contact the District Office that serves your area. Offices are open Monday to Friday, except statutory holidays. To determine which office serves your area, [enter your address](https://web.toronto.ca/city-government/data-research-maps/neighbourhoods-communities/ward-profiles/) here. Otherwise, you may contact 311 for assistance.

|  |  |  |
| --- | --- | --- |
| ML&S District Office | Telephone  | Wards Served |
| **Central District**, 433 Eastern Avenue, Building B,1st Floor; Toronto, ON M4M 1B7Email Address: MLSSouth@toronto.ca  | 416-397-4150 | 4, 9, 10, 11, 12, 13, 14, 19 |
| **West District**, Etobicoke Civic Centre, 399 The West Mall, The North Block, 3rd floor; Toronto, ON M9C 2Y2Email Address: MLSWest@toronto.ca  | 416-394-2550 | 1, 2, 3, 5, 6, 7, 8 |
| **East District**, 1530 Markham Road, 3rd Floor; Toronto, ON M1B 3G4 Email Address: MLSEast@toronto.ca  | 416-396-4166 | 15, 16, 17, 18, 20, 21, 22, 23, 24, 25  |
|  |  |  |



|  |
| --- |
| ""What is a Natural Garden? |

A natural garden is designed to have environmental benefits and may create a habitat for birds, butterflies and other wildlife. It is managed within a certain boundary and may both contain native and non-native plants. Natural gardens are pursuant to City of Toronto Municipal Code Chapter 489 Grass and Weeds, (Grass and Weeds Bylaw), Section 3E and Chapter 742, Use of Streets and Sidewalks Bylaw (Streets and Sidewalks Bylaw). Unlike neglected properties, a natural garden will not contain overgrown plants or invasive weeds.

|  |
| --- |
| ""Submit Your Application |

For a property to be considered a natural garden, the property owner must submit this application to the Municipal Licensing and Standards Office that serves your ward. **There is no charge to submit this application**.

If an application is a result of a Notice of Violation (NOV) under the Grass and Weeds and/or Streets and Sidewalks Bylaw, the application must be received within 14 days from the date on the Notice of Violation.

|  |
| --- |
| "" What Happens Next |

**Evaluating the Natural Garden**

The natural garden will be inspected by a City Horticulturalist who will then make recommendations to approve or refuse the exemption. If the natural garden extends to the public portion of the property, Transportation Services staff will also inspect the property and approve or refuse the natural garden on the public portion of the property.

**Application Approval**

If the application is approved, a Natural Garden Exemption letter will advise the following:

1. The approval of the natural garden at the address location for which the application was submitted;
2. That the natural garden must be kept free of noxious and/or invasive weeds and maintained in accordance with the Natural Gardens Fact Sheet (included with the letter);
3. Any other conditions with respect to health, safety and nuisance which the Executive Director of ML&S deems necessary;
4. That the exemption shall take effect 21 days after the date indicated on the exemption letter;
5. That the Notice of Violation will be cancelled immediately and the property owner is not required to pay any fines that may be listed on the Notice.

**Application Refusal**

If the application is refused, the Refusal letter will include the following:

1. The reason for the refusal;
2. A copy of the horticulturalist report (containing recommendations to bring the garden into compliance; and
3. Information about the appeals process, including an Appeal Form.

If the owner chooses to bring the property into compliance based on the recommendation of the City Horticulturalist, the City will collectively work with the owner to create a natural garden and confirm approval.

If the owner wishes to appeal the decision:

1. The owner must submit the Appeal Form to the ML&S office within 21 days of the date indicated on the Refusal letter, with a non-refundable fee of $200. To pay the fee, you can submit a cheque or money order payable to Treasurer, City of Toronto.
2. ML&S staff will prepare a report for consideration at the appropriate Community Council. Your application will be reviewed at a public hearing. City Clerks will send a Notice of Hearing to all residents within 100 metres of the location.
3. Community Council will make a final and binding decision as to whether to approve the exemption and/or whether to impose conditions on the approval.
4. Please note that there is no appeal for refused natural garden applications on the public portion of a property. This avenue for appeal only applies in circumstances where Transportation Services staff have inspected the property and have found a violation of sightlines and overhanging.

|  |
| --- |
| "" Applicant Information (Property Owner) |
| First Name      | Last Name      |
|  Street Number      | Street Name      |  Suite/Unit Number      |
| City/Town      | Province      | Postal Code      |
| Work Telephone Number      | Mobile Number      | Email       |

If you are applying on behalf of the property owner, please provide your contact information below.

|  |
| --- |
| "" Agent Contact Information (if applicable) |
| Business Name       |
| First Name      | Last Name      |
|  Street Number       | Street Name      | Suite/Unit Number      |
|  City/Town       | Province      | Postal Code      |
| Business Telephone Number      | Business Mobile Number      | Business Email       |

|  |
| --- |
| "" Location of Natural Garden for exemption |
|  (e.g. side yard, back yard, front yard etc)      |

|  |
| --- |
| "" General Description of the Natural Garden |
|       |

|  |
| --- |
| "" Additional Information |

Have you received a Notice of Violation under the Grass and Weeds Bylaw and/or the Streets and Sidewalks Bylaw?

[ ]  Yes [ ]  No

If yes, please provide the Notice number:

Is any portion of the natural garden on public property: [ ]  Yes [ ]  No

|  |
| --- |
| "" Authorized Signature |

By submitting this application for a Natural Garden Exemption, I affirm that I am the owner of the said property, and that the information is true and complete. I understand and accept all conditions.

|  |  |
| --- | --- |
| Applicant Signature | Date (yyyy-mm-dd)      |

This Notice of Collection statement applies only to property owner information.
Municipal Licensing and Standards collects personal information on this form under the legal authority of the City of Toronto Act. S.O. 2006, Chapter 11, Schedule A, s. 136 (c) and the City of Toronto Municipal Code, Chapter 489, Grass and Weeds, par. 489-3E. The information is used to determine eligibility for a natural garden exemption permit and further communication regarding the application. Questions about this collection can be directed to the District Manager - Municipal Licensing & Standards, North York Civic Centre, 5100 Yonge Street, 2nd Floor, Toronto, ON M6K 3S4 or by telephone at 416-392-8088.