

Property Owner Support Letter

Group Name:

The Property Owner Support Letter is a letter from the property owner(s) which confirms that they support your proposal to create a pollinator garden at each of your proposed garden locations. If you are proposing multiple gardens that span more than one site (i.e. multiple addresses), ensure that property owner support has been obtained for each such site (i.e. as they are different addresses, they likely have different property owners). **Support letters are not required for gardens proposed in City parks on the [Pre-Approved City Parks List](#).**

Please replace all the highlighted fields below with the appropriate information and then remove the highlighting.

For gardens proposed on school grounds: the support letter must come from the principal. When drafting a support letter for these gardens, please replace the first sentence of the letter as follows: "I, **[Name of Principal]**, as the principal of **[Full Name of School]**, located at **[Property Address - Street # Street Name, Toronto, ON Postal Code]**, confirm my support for **[Group Name]** to create and maintain a pollinator garden at our school."

For gardens proposed on City boulevards: the support letter must come from the adjacent property owner(s). When drafting a support letter for these gardens, please replace the last phrase in the first sentence of the letter from "pollinator garden on my/our property" to "pollinator garden on the City boulevard adjacent to my/our property".

For gardens proposed on public property (e.g., a Toronto Public Library or Community Centre): the support letter must come from City staff on site. When drafting a support letter for these gardens, replace the first sentence of the letter as follows: "I, **[Name of Staff]**, as the **[Job Title]** of **[Full Name of Property]**, located at **[Property Address - Street # Street Name, Toronto, ON Postal Code]**, confirm my support for **[Group Name]** to create and maintain a pollinator garden at **[Full Name of Property]**."

Save this document and upload it as an attachment in Part C of the application form.

_____, 2025 (Date)

PollinateTO Grants Program
Environment, Climate and Forestry Division
City of Toronto

Re: PollinateTO Application for _____ (group name)

Dear PollinateTO Program Manager:

I/We, _____ (property owner name(s)), as the property owner(s) of
_____ (property name, address) confirm my/our support for
_____ to create and maintain a pollinator garden on my/our property.

If you have any questions regarding this correspondence, please feel free to contact me/us at:

Name(s):
Mailing Address of Property Owner(s):
City, Province, Postal Code:
Phone Number:
Email Address:

Sincerely,

Name of Property Owner providing Signature:

Tip: We accept electronic and handwritten signatures. To facilitate electronic signing, please save your letter(s) in PDF format. Property owners can use the free [Adobe Acrobat Reader DC](#) or another digital document signing application / service to sign the letter(s).

When a letter is signed by hand, please scan the signed letter OR take a legible photograph of it for submission.

Environment, Climate and Forestry collects personal information on this form under the legal authority of Toronto City Council Item 2018.PE26.7, as confirmed by the City of Toronto By-law 524-2018; and City of Toronto By-law 480-2018. The information will be used to process and evaluate applications for the PollinateTO Grants Program, for inclusion in promotional materials and for aggregate statistical reporting. Questions about this collection can be directed to the Program Manager, PollinateTO Program, Environment, Climate and Forestry Division, Metro Hall, 55 John Street, Toronto ON M5V 3C6, or by telephone at 416-392-1848.