

Application for Arborists Retained by Private Property Owner to Undertake Work on City Trees Schedule A

Applicant Contact Information

First Name		Last Name	
<input type="checkbox"/> Check this box if First Name and Last Name do not apply to you because you have either a registered Birth Certificate or Change of Name Certificate bearing a Single Name. Provide your name below.			
Single Name			
Street Number	Street Name	Suite/Unit Number	
City/Town		Province	Postal Code
Please check the preferred form of communication.			
<input type="checkbox"/> Telephone Number		<input type="checkbox"/> Mobile Number	
<input type="checkbox"/> Fax Number		<input type="checkbox"/> Email	

The Applicant is

Property owner <input type="checkbox"/>	Arborist <input type="checkbox"/>	Agent <input type="checkbox"/>	Other <input type="checkbox"/>
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Authorization: If the applicant is not the owner, please complete the Owner's Authorization form.

The City maintains City trees in accordance with City standards at no cost to residents. This application is for work on City trees to be undertaken by an arborist at the request and expense of an immediately adjacent property owner. The work requested in accordance with this application must be authorized by the City, however it may not be required by the City.

Urban Forestry will review the submitted information, inspect the site and provide a response to the applicant within 15 business days from the day a complete application is received. Incomplete applications will not be reviewed or considered.

Proposed Location & Proposed Work

Standard Pruning <input type="checkbox"/>	Tree Injury <input type="checkbox"/>	Tree Removal <input type="checkbox"/>	Stumping <input type="checkbox"/>
Tree Planting <input type="checkbox"/>	Fertilization <input type="checkbox"/>	Integrated Pest Management <input type="checkbox"/>	
<input type="checkbox"/> Other – please specify			

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Is the Work related to construction and or a current permit application with Urban Forestry's Tree Protection and Plan Review Section? Yes No

Provide a detailed description of the Work in the chart below. Attach additional pages if required. Check the all the boxes related to the proposed work.

- If this application is related to tree removal, tree injury or standard pruning**, provide a detailed description of the proposed work for each tree.
- If this application is related to Integrated Pest Management**, specify the tree health concern and the proposed pest management method. Any proposed chemical treatment must comply with all current pesticide regulations.
- If this application is related to tree planting**, provide details regarding the proposed species; size and planting location(s). The proposed tree location(s) shall be identified by determining the distance in meters north, west, south or east from permanent reference points such as street curb, private walkway or building and the distance from the nearest tree, light post and/or hydrant. The proposed location must be acceptable to Urban Forestry. Suitable tree species are listed in Street Tree brochure available on Urban Forestry web site. Trees must be a minimum of 50 mm (2 inch) caliper and conform to Canadian Nursery Standards. The final location and tree species will be at the discretion of Urban Forestry staff.

Trees must be planted to the satisfaction of Urban Forestry.

Tree Species and Variety	Diameter at Breast Height, DBH (cm)	Location/Proposed Location	Proposed Work

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The following is the list of information and documents required for a complete application.

- Commencement and Completion Dates must be provided on the page 5 of the Agreement below.
- Owner's Authorization to Submit the Application - Required if the applicant is not the owner
- Detailed Reports/Plans
Depending on the complexity of the Work, reports such as Arborist Report, Planting Plan, Landscaping Plan or Integrated Pest Management Plan, prepared by a qualified professional, may be required by Urban Forestry. If such reports are already available, please attach applicable reports to this application.

Plans attached:	
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- Utility Clearance, must be obtained prior to starting any ground breaking activity. It is required if the Work involves stump removal, stump grinding, tree planting or deep root fertilizing.
 - Ontario One Call or
 - Clearance not required
- Transportation Services
Prior to undertaking any work affecting a street roadway, sidewalk or affected boulevard the applicant shall contact Transportation Services in the appropriate district for assistance in determining the requirements and shall provide Urban Forestry with proof of compliance.
- Agreement for Arborists Retained by Private Property Owners to Undertake Work on City Trees
Prior to the approval of this application the Owner and the Arborist retained by the Owner are required to enter into an agreement with the City in the prescribed form. **No work shall commence until the City advises that the agreement is satisfactory and has been signed by the City.**
- Proof of Workplace Safety and Insurance Board (WSIB) clearance
- Certificate of Insurance - Use the certificate of insurance included in the application package.
- Parks Access Agreement – Required if the work will take place within a City park. To obtain a Parks Access Agreement, contact the local Parks Supervisor. For details, contact 311.

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Please submit the complete application form to:

Urban Forestry, Data Management Centre
18 Dyas Road, 1st Floor
Toronto, ON, M3B 1V5
Fax: 416-392-1915

Signature (applicant)

Date (yyyy-mm-dd)

Notice of Collection

Environment, Climate and Forestry collects personal information on this form together with the corresponding documents 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 608, Parks, Article VII and Chapter 813, Trees, sections 813-4 and 5. The information is used to review and process your application as private property owner(s) to hire an arborist to undertake work on City trees, and manage follow-up communication for your application. Questions about this collection can be directed to Manager, Urban Forestry, Policy and Planning, 18 Dyas Road, Toronto, ON, M3B 1V5 or by telephone at 416-392-1350.