



# Private Property Tree Removal & Protection

## Removal Permit: By-law (185-2007)

Street Address: \_\_\_\_\_

### CONSTRUCTION OR INFILL APPLICATION

CTS No.: \_\_\_\_\_

## OFFICE USE ONLY

To be completed after the application has been reviewed by Parks and Forestry Operations.

Permit Number: \_\_\_\_\_ Process Receipt Number: \_\_\_\_\_

Permit Receipt Number: \_\_\_\_\_

Processing: \$115 Received by: \_\_\_\_\_ Initiation Date (yy/mm/dd): \_\_\_\_\_

Fee: \$ Received by: \_\_\_\_\_ Date (yy/mm/dd): \_\_\_\_\_

In Lieu of Plant: \$ Denied: \_\_\_\_\_

Permit Fee: \$ Approved: \_\_\_\_\_ Method of Payment: \_\_\_\_\_

### Check List:

- Application (incl. \$115 non-refundable) processing fee
- Arborist Report:
  - a) Trees to be removed for construction
  - b) Tree Inventory
  - c) Tree replacement plan
  - d) Tree protection plan
- Copies of landscape plan (2) on a separate 8½ x 11 inch paper, to scale and digitally produced.
- Two colour pictures required per tree:
  - a) Close up of the tree showing issues
  - b) Picture of whole tree
- Written consent from neighbour
- Not a woodlot or part of a woodlot

**PLEASE NOTE: Once the application has been approved, the fee for the removal of each tree more than 20 centimetres in diameter is \$120. 2017 Replacement cost is \$550.**



# Private Property Tree Removal 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 Transportation Services, Parks and Forestry Operations department, 2800 Rutherford Rd., Vaughan, ON L4K 2N9, 905-832-8577.*

## **CONSTRUCTION OR INFILL**

### **APPLICATION INSTRUCTIONS**

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 base, or any multi-stemmed tree(s) having a combined base diameter of twenty (20) centimetres, unless authorised by permit to do so pursuant to By-law 185-2007.
2. Application form to be completed by applicant. Print **CLEARLY**. A non-refundable processing fee of \$115 to be included at time of submission.
3. Application process is a maximum of 30 working days. Applications involving multiple trees or requiring additional site visits may require additional processing time. Incomplete applications will not be processed resulting in delays and will restart the process initiation time.
4. Municipal address must include street name and number. (911 numbers for rural location)
5. Provide 2 copies of digitally produced plans or drawings of the property showing locations of all trees, including trees(s) to be removed and tree(s) being preserved.
6. Provide a minimum of 2 colour photographs of each tree(s) being removed. Photos are to include a close-up and a photo taken at a distance providing a complete view of the tree.
7. An Arborist Report must be completed by an ISA or MTCU certified Arborist. This report is to include the following:
  - Percentage of total property canopy cover being removed
  - Species of tree(s) being removed
  - Diameter size of the tree(s), in centimeters, measured at the base of the tree and at breast height.
  - Health/Condition of trees being removed
  - Reason for removal
  - Replacement recommendations - if non-hazard tree(s) are planned for removal - please refer to the attached Tree Replacement Requirement guidelines.

### **Application Number:**

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8. A removal fee will apply for each tree removed. There is no fee required if the tree is deemed dead, hazardous or dying from EAB.
9. Provide 2 copies of a digitally produced replanting plan or landscape plan, if replanting is required. All tree removals which are not for dead, hazardous or Ash trees will require replanting. Replanting is required to be privately completed within 12 months of permit date. The number of trees to be replanted is determined by the number and size of tree(s) being removed using the following formula:

<b>DIAMETER (Base of Tree Measure)</b>	<b>REPLACEMENT TREES REQUIRED</b>
20cm – 30cm	1
31cm – 40cm	2
41cm – 50cm	3
Over 50cm	4

Once the tree(s) are replanted the applicant is required to contact the City for a final inspection.

10. If applicant does not wish to re-plant the required replacement trees, they may opt to pay for trees to be planted on City lands within the community. A fee for each replacement tree required will be added to the permit cost. Fees collected for trees are to be used for tree planting by the City.
11. If paying by cheque, make cheque payable to: The City of Vaughan, [Tree Permit Section](#).
12. Trees to be preserved require protection. Refer to Appendix A.
13. Provide written authorization from an adjacent property owner where the base of a tree straddles a property line or is completely on the neighbouring property.
14. Provide written authorization from the owner if this application is signed by an applicant other than the owner, or by an agent.
15. Submit this application and supporting documentation to TSPFO department, Joint Operations Centre located at 2800 Rutherford Road, Vaughan ON L4K 2N9.



# Private Property Tree Removal Application

## CONSTRUCTION OR INFILL: APPLICANT INFORMATION

PLEASE PRINT CLEARLY

MUNICIPAL PROPERTY ADDRESS (Include 911 numbers for rural location):

STREET NUMBER AND NAME

APPLICANT / AGENT NAME:

MAILING ADDRESS:

STREET NUMBER AND NAME

CITY

POSTAL CODE

TELEPHONE:

HOME

WORK

EMAIL ADDRESS:

FAX:

NAME OF REGISTERED HOMEOWNER (if different from above):

PHONE NUMBER OF REGISTERED HOMEOWNER:

MAILING ADDRESS OF HOMEOWNER (if different from above):

EXISTING LAND USE:

PROVIDE THE FILE NUMBER OF ANY TYPES OF CURRENTLY SUBMITTED DEVELOPMENT APPLICATIONS:

No Current Applications:

Driveway Widening / Curb Cut:

Official Plan / Rezoning

Subdivision:

Building Permit:

Site Plan:

Pool Permit:

Committee Of Adjustment:

Land Division:

Topsoil Removal Permit:

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

Yes

No

Private

Public

If 'Yes', authorization for work is required from the owner (co-owner) of the neighbouring tree.

For tree(s) co-owned with the City of fully on City property, a City of Vaughan Tree Valuation will be required for payment.

Number of trees being injured or removed:

How many replacement trees are required (non-hazard tree removal)?:

A digitally produced 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 locations of protective hoarding, including written Tree Protection Zones (TPZ).
- f) The proposed location for replacement tree(s).
- g) Other natural features on the property such as slopes and creeks.

**This information must be supported by an Arborist Report completed by an ISA or MTCU certified arborist and approved by a TSPFO 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 of 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: \_\_\_\_\_



# Replacement Tree Requirements

Replacement Trees are required as a condition of all individual Tree Removals. This does not apply to Woodlots, Ravine Edge Restoration plans, and City owned lands (such as parks and open spaces lands).

The number of replacement trees required will be determined by the diameter at the base of the removed tree, as outlined in the following chart:

Base Diameter of Tree to be Cut or Removed	Number of Replacement Trees Required
20 cm to 30 cm	1
31 cm to 40 cm	2
41 cm to 50 cm	3
51 cm or greater	4

The scaled tree replacement ratio acknowledges the increased environmental and community benefits provided by larger trees and enables a more rapid recovery of those benefits after a permitted tree removal.

The City specifies whether the replacement tree(s) be deciduous or coniferous. Replacement trees must be:

1. For evergreen (coniferous) trees, at least 200 cm (6.5 ft) tall.
2. For leafy (deciduous) trees, have a caliper of at least 50 mm (2 in).
3. If fruit trees or small statured trees are desired, you must plant two trees for each regular replacement.
4. Planted within one year of the issuance of the tree removal permit.
5. Not a shrub, trees for the purpose of hedging, or of a low growing variety.
6. Not an invasive species.
7. Shall meet the highest horticultural standards of the Canadian Nursery Trades Association with respect to grading and quality and shall be in strict accordance with the approved Plant List and Specifications.
8. Installed as per City approved details and standards.

If removing fruit bearing and/or small statured trees, replacement trees may be of similar species at a 1 to 1 ratio.

Replacement tree species are to be selected by the project arborist from a list available from the City, or as recommended by the arborist subject to City approval. The City encourages replacement trees that are of a species that will not block desired views or otherwise negatively impact neighbouring properties.

### CASH-IN-LIEU CONTRIBUTION

In instances where more replacement trees are required than can reasonably be accommodated on the development site, a 'cash-in-lieu' payment may be made to the *Forestry Tree Reserve Fund (Account #6810001.3550.03)* to fund tree planting on city owned properties in the same community.

**NOTE:** 'Cash-in-lieu' payments can only be made if all the required replacement trees cannot be planted on the development site; City Staff will determine if the site can or cannot accommodate all of the required replacement trees and if a 'Cash-in-lieu' payment is appropriate in each case. Please refer to the front of this application for current replacement costs associated with the amount of the security for the provision and maintenance of replacement trees or cash-in-lieu of planting replacement trees.

**Please note that the replacement cost for deciduous and coniferous trees will be reviewed annually every spring.**



APPENDIX A:

# Tree Protection Plan Information

Two tree protection devices must be in place and approved by Vaughan Forestry before a Private Tree Application will be approved. These devices are:

- A Tree Protection Plan,
- Hoarding must be installed

**TREE PROTECTION PLAN**

- Tree Protection Plans are to include a description of tree protective measures (e.g. hand digging, compaction reduction plans, hoarding installations, etc.)
- Trees being protected are to be shown on all plans.
- Tree protection hoarding locations must be shown along with Tree Protection Zones (TPZ).
- TPZ distances from trees are shown in Table 1
- Areas within the TPZ are considered “no touch areas”. Grading, excavation, machinery access and material storage are prohibited within “no touch areas”.
- Machinery access and storage sites must be shown on plans.
- If access is required through TPZ areas, a compaction reduction plan is required as part of the report. The compaction reduction plan is to include materials and installation techniques to be employed, along with post construction treatments.

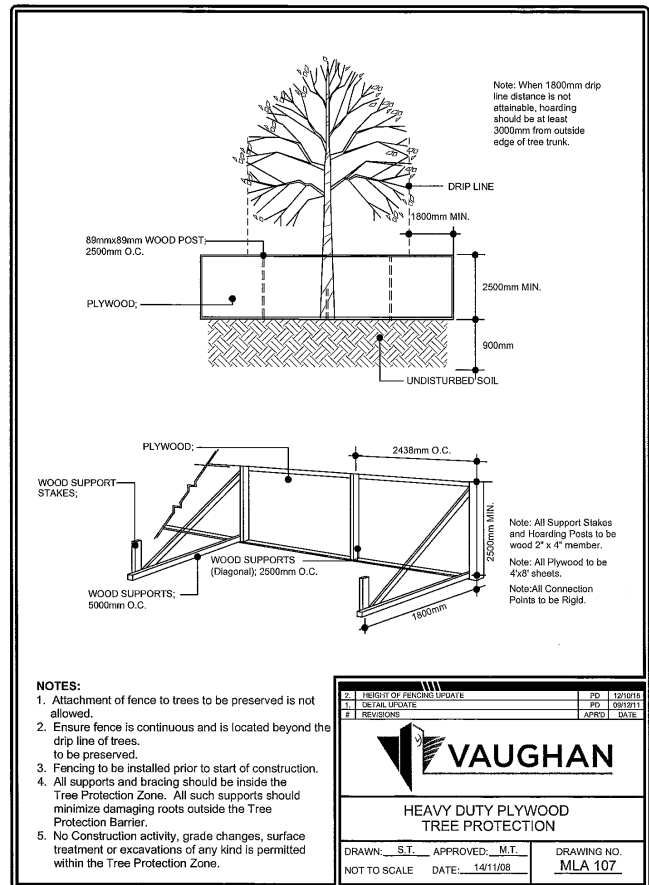
<sup>iii</sup> The drip line is defined as the area beneath the outer most branch tips of a tree.  
<sup>iv</sup> Base diameter (20 cm) at which trees qualify for protection under the private tree by-law.  
<sup>v</sup> Converted from the ISA Arborists’ Certification Study Guide, general guideline for tree protection barriers of 30.4 cm of diameter from the trunk for each 1 cm of trunk diameter.

**HOARDING**

There are two types of hoarding: Standard hoarding, used in most cases (see detail at Figure 1), and a light hoarding (see detail at Figure 2), to be used only:

1. Where traffic site lines will be blocked,
2. Where hoarding is protecting naturalized areas and woodlots.

**Figure 1 - Standard Hoarding Detail**



**Table 1 - Tree Protection Distances**

Trunk Diameter (DBH) <sup>i</sup>	Minimum Protection Distances Required	
	City Owned and Private Trees <sup>ii</sup>	Trees in Naturalized Areas <i>Whichever of the two is greater</i>
<10 cm	1.2 m	The drip line or 1.2 m
10 – 20 <sup>iv</sup> cm	1.2 m	The drip line <sup>iii</sup> or 1.2 m
21 – 30 cm	1.8 m	The drip line or 3.6 m
31 – 40 cm	2.4 m	The drip line or 4.8 m
41 – 50 cm	3.0 m	The drip line or 6.0 m
51 – 60 cm	3.6 m	The drip line or 7.2 m
61 – 70 cm	4.2 m	The drip line or 8.4 m
71 – 80 cm	4.8 m	The drip line or 9.6 m
81 – 90 cm	5.4 m	The drip line or 10.8 m
91 – 100 cm	6.0 m	The drip line or 12.0 m
> 101 cm	6 cm protection for each 1 cm diameter	12 cm protection for each 1 cm diameter or the drip line <sup>v</sup>

<sup>i</sup> Diameter at breast height (DBH) is the measurement of the tree trunk taken at 1.4 metres above ground level.

<sup>ii</sup> Tree Protection Zone distances are to be measured from the outside edge of the tree base.

Figure 2 - Light Hoarding Detail

