

Application to Injure or Destroy Trees

Community Council area: (Check appropriate box)

North York
 Toronto / East York
 Scarborough
 Etobicoke /York

Address

Street Number	Street Name	Suite/Unit Number	Ward
Property subject to ravine and natural feature area protection? <input type="checkbox"/> Yes <input type="checkbox"/> No		Please go to http://www.toronto.ca/trees 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.	

Property Owner Information

Information as it appears on Deed/Transfer of Land				
Owner(First Name)		Last Name		<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.
Company Name (if applicable)		Company Officer Name		Position
Street Number	Street Name			Apartment / Unit Number
City	Province	Postal Code	Telephone Number	Fax Number
E-mail Address				

Applicant Information

The City will communicate with the applicant regarding this application				
Applicant is: <input type="checkbox"/> Same as above <input type="checkbox"/> Arborist <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Other: _____				
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 Number	Street Name			Apartment / Unit Number
City	Province	Postal Code	Telephone Number	Fax Number
E-mail Address				

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: (yyyy-mm-dd)
Signature of Signing Officer(s), Position held, and Corporate Seal (if owner is a company/partnership)	Date: (yyyy-mm-dd)

Application for a permit to:

Check appropriate boxes and specify tree(s) to be injured or destroyed. If you have additional trees, please list them on a separate sheet.	Tree Number	Diameter (cm)	Check one		Check one		Total Number of Trees Included in Application
			Destroy	Injure	City	Private	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reason for application (details required, may be supplemented by an Arborist Report):

Application to Injure or Destroy Tree

Application Fee Calculation

<input type="checkbox"/> Non-construction related application (\$104.96 per tree) Applications to injure or remove privately owned trees not associated with construction or related activity.	<input type="checkbox"/> City Tree, or Private Tree Construction related, application (\$313.99 per tree) 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 amendment, plan of subdivision and condominiums, site plan control, minor variance, consent and building permits.		
Number of Trees ____ X \$104.96	Total Fee _____	Number of Trees ____ X \$313.99	Total Fee \$ _____
Accepted methods for payment of fees: certified cheque, money order, credit card or debit card. 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. Submission of an application does not guarantee that a permit will be issued.			

Authorization

<input type="checkbox"/> I have read and understand the attached information sheet and I am aware of the permit procedures required under the provisions of Chapter 813, Trees. 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: (yyyy-mm-dd)
The personal information on this form is collected under the authority of the City of Toronto Act, S.O. 2006, Chapter 11, Schedule A, s. 136 (b) & (c) and the City of Toronto Municipal Code, Chapter 813, Trees. The information is used to process your application and notify you of meetings related to your application. Questions about this collection can be directed to the Manager of Tree Protection and Plan Review, Parks, Forestry & Recreation, 18 Dyas Rd., Toronto, ON M1M 2V2, or by telephone at 416-392-0724.		

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) <ul style="list-style-type: none"> <input type="checkbox"/> Completed Application Form <input type="checkbox"/> Application Fee (certified cheque or money order) <input type="checkbox"/> Arborist Report <input type="checkbox"/> Landscape/ Replanting Plan <input type="checkbox"/> Photos <input type="checkbox"/> Site Plan (if application is construction-related. See Common Terms section.) <input type="checkbox"/> Elevations (if application is construction-related) <input type="checkbox"/> Site Plan with Ravine Line Delineation (if property is in a ravine protected area) 	Application to Injure <ul style="list-style-type: none"> <input type="checkbox"/> Completed Application Form <input type="checkbox"/> Application Fee (certified cheque or money order) <input type="checkbox"/> Arborist Report <input type="checkbox"/> Tree Protection Plan <input type="checkbox"/> Site Plan (see Common Terms section) <input type="checkbox"/> Elevations <input type="checkbox"/> First Floor Plan <input type="checkbox"/> Basement Plan <input type="checkbox"/> Photos <input type="checkbox"/> Construction Details (may be required) <input type="checkbox"/> Site Plan with Ravine Line Delineation (if property is in a ravine protected area)
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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.

Application to Injure or Destroy Tree

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.
Tree Protection Plan	A plan prepared by a qualified tree expert in accordance with Urban Forestry's Tree Protection Policy and Specifications for Construction Near Trees. 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.
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"> i. Location the tree(s) will be planted on the subject property ii. Species (large-growing trees native to Southern Ontario are preferred) iii. Size of replacement tree(s) (minimum 50 mm caliper for deciduous trees, 1.75-2.5 m height for coniferous trees) iv. Time of replanting (typically the next planting season in the year; e.g., Fall 2007) 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 Chapter 813, Trees, 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 Chapter 813, Trees. Applications which lack the following information will be considered incomplete and will not be processed. <ul style="list-style-type: none"> i. All drawings must be legible and at a useable scale. Scaled-down faxed/photocopied copies are not acceptable ii. The plans must show the location of existing and proposed structures iii. The plans must show the location of existing and proposed driveways, and/or resurfacing of driveways 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 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 vi. Trees measuring 30 cm or greater in diameter that are to be removed must be clearly identified vii. The required minimum protection distances (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. viii. The location of tree protection hoarding, 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.
Site Plan with Ravine Line Delineation	If the property is located near a river, creek, or a steep slope, please go to www.toronto.ca/trees/ravines 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 st 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.

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.

Application to Injure or Destroy Tree

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.

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 (55 inches) above the ground.
- 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](#) for further information.

Do I Need a Permit to Prune a Tree?

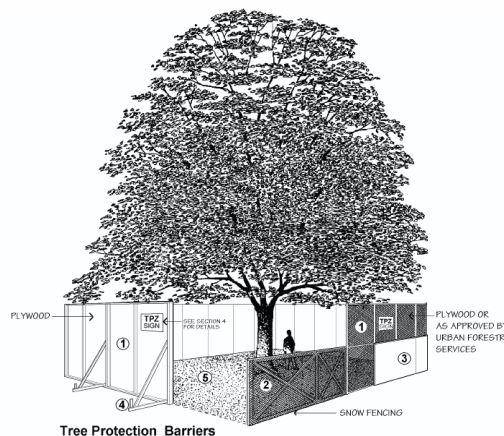
You may prune a tree without a permit, so long as it is in accordance with good arboricultural standards and to maintain the health of the tree. For any tree work, we encourage you to retain the services of a Certified or Registered Consulting Arborist, a Registered Professional Forester or others with 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. 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**

Trunk Diameter (DBH)*	Tree Protection Zone (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.

Application to Injure or Destroy Tree

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 2nd storey addition that would require pruning a tree in excess of good arboricultural standards

Why Do I Have to Plant a New Tree?

Urban Forestry's Strategic Forest Management Plan highlights the goal of increasing the tree canopy cover 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.

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.

Information About Permits to Injure or Destroy Trees on City Property Under Municipal Code Chapter 813, Trees, Article II

The Trees on City Streets By-law was adopted to manage the planting, care, maintenance, protection, preservation and removal of all trees located on City Streets.

What Trees are Protected under the Trees on City Street Tree By-law?

The By-law protects any sized tree, all or part of which is located on, above or below City streets.

How do I Apply for a Permit?

If you require a permit to remove or injure a City 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.

Application to Injure or Destroy Tree

What is Tree Injury?

Refer to the definition of tree injury under Information About Permits to Injure or Destroy Trees on Private Property.

Do I have to Plant a New Tree?

All applications to injure or remove City trees must include a Landscape Plan satisfactory to the General Manager.

What Happens Next?

Urban Forestry staff will review your application, arborist report, tree protection plan and landscape plan, and carry out an inspection to evaluate the condition of the City-owned tree(s) in question. Urban Forestry staff will also review the technical merits of the tree protection plan and landscape plan.

Consultation with the ward councillor on the landscape plan is the next step in the process, after which you will be advised if your request has been denied or approved with conditions. Requests for removal or injury of City-owned trees that are refused may be referred to the appropriate Community Council.

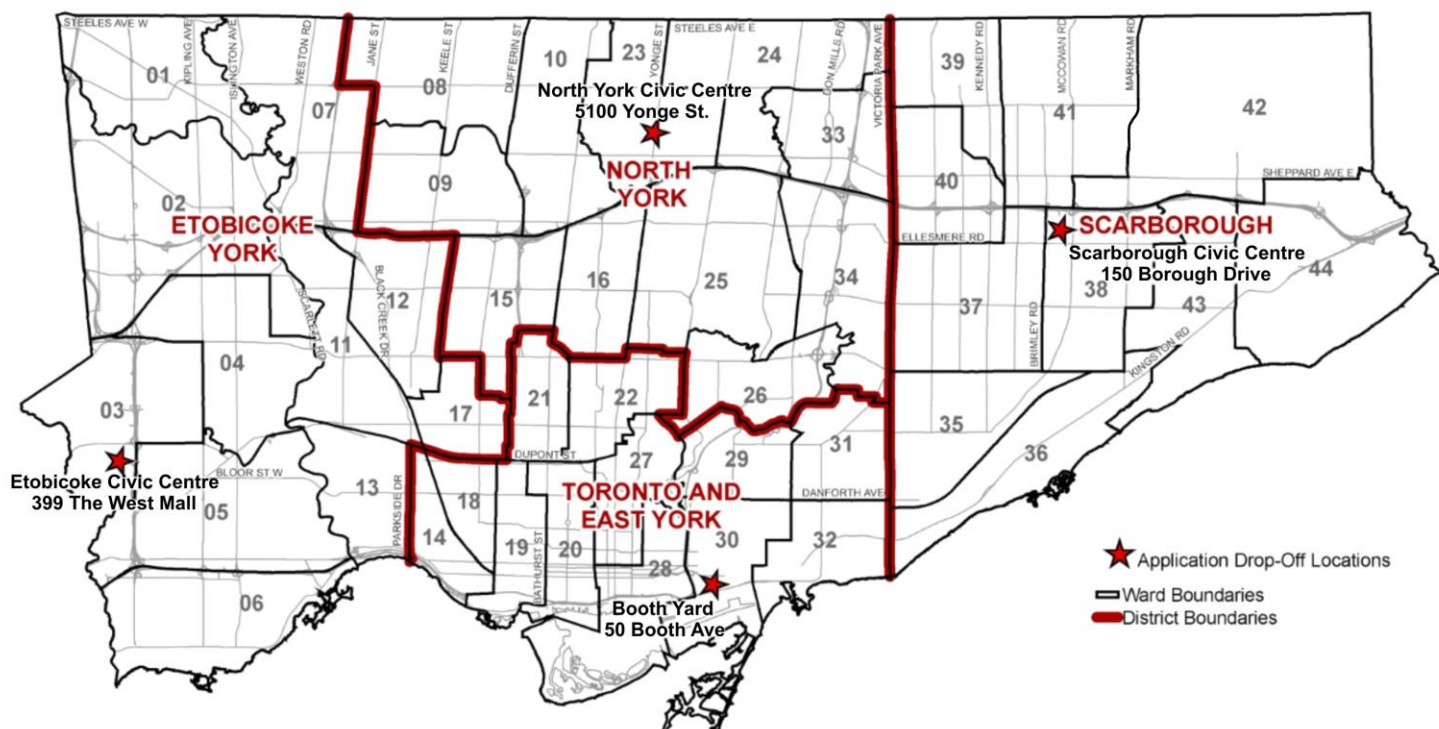
Such requests for removal or injury may be subject to conditions which include payment of tree value, removal and replacement costs and the replanting of a replacement tree or trees.

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. 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.

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.



Applications must be submitted to the appropriate district office.

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: tpprnorth@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: tpprsouth@toronto.ca
 Hours: 8:30 – 3:00, M-F

Scarborough District
 Urban Forestry
 Tree Protection & Plan Review
 150 Borough Drive
 5th Floor
 Toronto, Ontario M1P 4N7
 Tel: 416-338-5566
 Fax: 416-396-4170
 Email: tppreast@toronto.ca
 Hours: 8:30 – 3:00, M-F

Etobicoke York District
 Urban Forestry
 Tree Protection & Plan Review
 Etobicoke Civic Centre
 399 The West Mall, Main Floor – North Block
 Toronto, Ontario M9C 2Y2
 Tel: 416-338-6596
 Fax: 416-394-8935
 Email: tpprwest@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