

Tree Permit Application Form

This Permit Application is for residents who would like to perform work on a Protected Tree. Residents may request to have work be performed on a Town owned tree and/or may request to remove a Town tree through an agent/arborist.

Any activity that could result in injury, destruction, or removal of a Protected Tree is prohibited unless authorized with an approved Town issued permit. Please refer to the Town's [Tree By-law \(2022-063\)](#) and the [Technical Tree Guidelines](#) for more information.

Please indicate if this Application is part of another Town Permit process:

- [Municipal Consent](#)
- [Property Access Permit](#)
- [Road Occupancy Permit](#)
- Other: _____

To start your application, email this completed application to: publicworks@newtecumseth.ca

1 PROTECTED TREES ARE A:

- 1.1 A Town tree; or
 - 1.2 A designated Significant or Heritage tree; or
 - 1.3 Trees 20cm dbh or greater that is part of development applications*.
- *Note: These trees are permitted through [development applications](#) and not through this permit.

2 PERMIT DESCRIPTION

- 2.1.1 Pruning a Town tree (no fee)
- 2.1.2 Fertilizing a Town tree (no fee)
- 2.1.3 Planting a tree on Town property (no fee*)
- 2.1.4 Integrated pest management (no fee)
- 2.1.5 Removing a dead Town tree (no fee)
- 2.1.6 Pruning roots to correct driveway/other (no fee)
- 2.1.7 Installing Christmas lights on a Town tree (fee applied)
- 2.1.8 Move or remove a newly planted Town tree (fee applied)
- 2.1.9 Removing a healthy Town tree (compensation applied*)
- 2.1.10 Injury to a Town tree (compensation applied*)
- 2.1.11 Tree Declaration
- 2.1.12 Other, provide explanation:

*A Road Occupancy Permit (ROP) may be required for work on any Town owned property. This fee is in addition to the tree permit fee if applicable.

Important Information

An inspection by Town staff may be carried out at the site in question. If the inspection reveals protected trees have been injured beyond the permitted description, or that have not been declared on the Tree Declaration form, a Stop Work Order may be issued, and/or charges may be laid under the provisions of the Town's Tree By-law legislation. A person convicted of an offence 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. By-laws, associated maps, application forms and guidelines can be obtained from the Town of New Tecumseth's Trees & Forestry website www.newtecumseth.ca/en/living-in-our-community/trees-urban-forestry.aspx or by calling the Town at (705) 435-3900

APPLICATION DATE

Day	Month	Year

3 PROJECT LOCATION INFORMATION		
Street #	Street Name	Town
Work Description (Brief)		

The Applicant is (check):

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 (section 6) below.

4 PROPERTY OWNER'S INFORMATION (AS IT APPEARS ON THE DEED/TRANSFER OF LAND)			
First Name		Last Name	
Street #	Street Name	Unit Number	
Town	Province	Postal Code	
Primary Phone #	Secondary Phone #		
Email			
Where the owner is a corporate entity, provide signature of authorized signing officer			
Corporation Name		Position Title	
First Name, Last Name	Signature	Date (mm-dd-yyyy)	
I/We have the authority to bind the corporation			
First Name		Last Name	
Signature		Date (mm-dd-yyyy)	

I/We, the property owners(s), authorize the below (5) signed agent to act on my/our behalf in respect to the work to be undertaken.

5 APPLICANT INFORMATION				
Applicant is:	Same as above (Property Owner) <input type="checkbox"/>	Arborist <input type="checkbox"/>	Contractor <input type="checkbox"/>	Other <input type="checkbox"/>
First Name	Last Name		Mr. Mrs. Ms.	
Company Name	Company Rep.		Position/Title	
Street #	Street Name		Unit Number	
Town/Town	Province	Postal Code	Primary Phone #	
Email				
COMMENTS:				


6 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: (mm/dd/yyyy)
Signature of Signing Officer(s)	Position held	Corporate Seal (if ownership is a company/partnership)
Date: (mm/dd/year)		

The Town maintains Town trees in accordance with Town standards at no additional cost to residents. This application is for proposed work on Town 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 Town.

Written permission is required to allow the removal of a Town-owned tree and Town Council approval may be required. If a tree is approved for removal, such approval will be conditional on the applicant paying for all costs including the appraised value of the tree, removal, and replacement costs. In all such cases, applicants are also required to plant a replacement tree on public or adjacent private property.

There is a fee per tree for requests for permission to remove healthy Town-owned trees. 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 be returned.

7 PROPOSED WORK

	Description of work, type of pruning, type of tree, reasons, etc.
Pruning	
Integrated Pest Management	
Tree Planting	
Fertilization	
Tree Removal*	
Stumping	
Injury**	
Comments, Reason, and Sketch	<div style="text-align: center;">  N </div>

***Removal** of a tree that is in poor condition or that is dead, as approved by the Urban Forest Technician or Designate (UFTD), has no fee associated with the permit.

Protected Tree Compensation

Assess existing tree for Health, Structure, and Form using a rating of:

- **Excellent** (90% rating) - Nearly perfect or ideal for the species, free of defects.
- **Good** (75% rating) - Normal Vigour, well developed structure, minor asymmetries.
- **Fair** (50% rating) - Reduced vigour, multiple moderate defects, major asymmetries.
- **Poor** (25% rating) - Unhealthy and declining, multiple significant defects, largely asymmetric.
- **Very Poor** (15% rating) - Poor vigour, dying, multiple severe defects, visually unappealing.
- **Dead** (5% rating) – used in the health assessment.
- High Risk Trees (0% rating)

Use the formula:

$dbh \times ((\text{Health} (\%) + \text{Structure} (\%) + \text{Form} (\%)) \div 3) \div \text{Replacement tree size} = \text{number of trees}$

The result will show the total required number of depreciated centimetres required to be replaced. A replacement tree must be a minimum of 45mm caliper and the caliper will be equivalent measurement for replacement (i.e. 80mm = 8cm, 60mm = 6cm, 45mm = 4.5cm). The replacement cost for a 50/60mm tree is \$500 and the minimum number of replacement trees is two.

Tree Species							
Tree condition (health, structure, form)	((Health + Structure + Form) ÷ 3)			x dbh			
Result							
Town Notes							

Tree Injury

- $dbh \times \text{condition value} \times \text{Injury Factor} \times \text{dollar value/cm} = \text{injury amount}$
- An arborist report and tree preservation plan will be required.
- ****Injury** or injure means to harm, damage, or impair the above or below ground portions of trees and includes, but is not limited to, harm, damage, or impairment caused by changing grades around trees, compacting soil over root areas, severing roots, improper application of chemicals, improper or unapproved pruning, or the removal of branches and bark that would adversely affect the health or structure of a tree, and the failure to protect a tree.

8 TREE DECLARATION

The declaration section is for attesting to tree related information regarding a site or application. Please answer the following questions (MUST be completed in full):

	Protected Tree	Shared/Neighbor Tree (see section 5)
Will the proposed construction activity occur within the Tree Protection Zone of a Protected Tree, on or within 6m of a neighboring Protected Tree?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will the proposed construction activity require the removal of a Protected Tree?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will the proposed construction activity result in placement of fill or changes to grade with the tree protection zone of a Protected Tree?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
If you have answered “yes” to any of the above questions, an application, arborist report, and tree preservation plan may be required. Inquire with Town staff.		

Please refer to the Technical Tree Guidelines to calculate and understand Tree Protection Distances as required.

I, the applicant (Section 5), do declare the following:

That I am The owner as stated above
 The owner’s authorized agent
 An office/employee of _____, which is an authorized agent of the owner.

- That statements contained in this declaration are true and made with full knowledge of all relevant matters and of the circumstances connected with this declaration.
- That I have read and understand the information stated on both sides of this form.
- That the information included in this application and in the documents filed with this application is correct.

I hereby certify conscientiously believing the above is correct, and I understand that the Town may require additional information

Signature	Date (mm-dd-yyyy)
Town Witness	Initials

9 DECLARATION OF ADJACENT PROPERTY OWNER FOR SHARED TREES

This declaration is required when the trunk of the tree(s) at ground level straddles or is bisected by the property line of the lot, known as a "boundary tree".

I, _____, residing at _____ certify that:
(print name) (print address)

I/We have read and understand the required procedures under the provisions of the Town of New Tecumseth's Tree By-Law. I/we hereby certify that the information and plans provided are correct and truly indicate my/our intentions respecting the proposed work. In submitting this application form, I/we consent and agree to allow Town of New Tecumseth employees to enter onto the property for the purpose of conducting any inspections required.

Signature of Adjacent Property Owner

Date (MM/DD/YYYY)