



**City of London Tree Protection By-Law C.P.-1515-228
Tree Protection Area Permit
Application Individual Tree(s)**

City of London – Forestry
A.J. Tyler Operations Centre 663
Bathurst Street
London, Ontario N5Z 1P8
Telephone: 519-661-CITY (2489), ext. 4457

Instructions
Fee Schedule

1. This process pertains to an application to Injure and/or Destroy a Tree(s) within a Tree Protection Area as defined by Schedule ‘D’ of the By-law, as may be amended from time to time.
2. There are different fees for each type of application. The fee structure is outlined below.

Please DO NOT submit any fees with your application. You will be advised by City staff, after a review of your application and the Tree(s), if fees are payable, and where and how to pay.

Nature of Application	Fee
Injure or Destroy any Tree that the City Planner accepts is hazardous	\$0
Injure or Destroy any Tree where that injury, or destruction is required under any Court Order or an Order issued in accordance with an Act or Regulation or other By-Law	\$0
Remove any Tree that is fallen, falling or dead or dying, from natural causes	\$0
Injure or Destroy one to three living Trees within a Tree Protection Area	Less than 50cm diameter: \$75/Tree More than 50 cm diameter: \$100/Tree
Injure or Destroy four or more living Trees within a Tree Protection Area	Less than 50cm diameter: \$75/Tree More than 50cm: \$100/Tree Up to a maximum of \$1,000

City of London contact information

If you require assistance, City staff may be contacted by telephone at 519-661-CITY (2489), extension 4457 or by e-mail to treeprotection@london.ca

Once this application has been completed, please submit it by **one** of the following options:

1. Scanned and sent by e-mail to treeprotection@london.ca
2. Mailed to Urban Forestry, A.J. Tyler Operations Centre, 663 Bathurst Street, London, Ontario, N5Z 1P8
3. In person, to Urban Forestry, A.J. Tyler Operations Centre, 663 Bathurst Street, London, Ontario between the hours of 8:30 a.m. and 4:30 p.m. Monday – Friday

At their discretion, the City Planner may waive any of the below requirements where it is deemed reasonable to do so. Please contact 519-661-CITY (2489), extension 4457 if clarification is required.

- The City Planner may require this information to be submitted by an Arborist or a Registered Professional Forester as defined in this By-law;
- An inventory of all Trees that have a trunk diameter of 10cm or more, measured 1.4m above the Natural Ground Level, identifying the location, size, species and health of each such Tree and identifying those Trees that are identified for Injury or Destruction; this inventory is to be submitted in electronic form, such that the data can be linked using the City's geographic information system;
- Tree marking of all Trees to be Injured or Destroyed, prepared by an accredited Tree marker;
- A Silvicultural Prescription as defined by this By-law, prepared by a Qualified Person;
- A Forest Management Plan as defined by this By-law, prepared by a Qualified Person;
- A description of how the Trees are to be removed from the Site, the potential impact on natural heritage features and areas, and an explanation of how these impacts are to be mitigated; and,
- Such other information deemed necessary by the City Planner.

Where the City Planner deems that additional information is necessary to evaluate a Tree Protection Area Permit, beyond the basic information identified in Section 6.6 of this By-law, they may require one or more of the following:

- a) Where the above basic information requires submission of information, study or a report by a Qualified Person, the City Planner may require this information to be submitted by an Arborist or a Registered Professional Forester as defined in this By-law;
- b) A description of how the Trees are to be removed from the Site, the potential impact on natural heritage features and areas, and an explanation of how these impacts are to be mitigated;
- c) Tree marking of all Trees to be Injured or Destroyed, prepared by an accredited Tree marker;
- d) A Silvicultural Prescription as defined by the By-law, prepared by a Qualified Person; and,
- e) Such other information deemed necessary by the City Planner.

After Submission

Upon receipt, your application will be reviewed and you will be contacted by City staff. By submitting this application, the City will deem you to have consented to a member of City staff visiting the property between 8 a.m. and 5 p.m. (Monday - Friday) to inspect the Tree(s), whether you are present or not. Every effort will be made to conduct the visit at a mutually convenient time.

To assist staff, it would be helpful if you could attach coloured flagging tape, ribbon or a piece of material - either around the trunk or around a branch - at a visible height to each Tree subject to this application. Please do not mark the Tree in any way which could cause injury, such as slashing bark from the Tree.

Right to Appeal

The Applicant has the right to appeal and request a Hearing with a Hearings Officer if the Municipality fails to make a decision on an application within 60 days after a complete application is received by the City Planner; or within 30 days if your application is denied and no permit is issued; or within 30 days if a permit is issued subject to condition(s) and you wish to appeal against the condition(s). A request by an Applicant for a Hearing shall be made in writing and filed with the City Clerk. The request shall consist of a notice of appeal, a Hearing Fee as prescribed by Schedule 1 of the Fees and Charges By-law A-53 (Sundry Receipts), and must comply with the requirements set out in Schedule 1 of the City's Hearings Officer By-law A-6653-121. To obtain the form to request a Hearing please contact the City Clerk, or email Forestry staff at treeprotection@london.ca



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APPLICANT INFORMATION

Complete the following information. All communications will be directed to the Primary Contact with a copy to the Landowner if different. Please include any additional information necessary to evaluate a Tree Protection Area Permit, beyond the basic information identified.

Note: If additional space is required for Landowner(s) information, please attach a separate sheet containing said information.

Landowner(s) (Attach information with additional Landowner information if required)

Name		Telephone number	E-mail address	
Address		City	Prov/Territory	Postal code

Applicant (complete if the Applicant is different from the Landowner)

Name		Telephone number	E-mail address	
Address		City	Prov/Territory	Postal code

Professional credentials

Qualified Person authorized by the Landowner to file the application (if applicable)

Name		Telephone number	E-mail address	
Address		City	Prov/Territory	Postal code

Professional credentials

Contractor implementing the work

Business name		Telephone number	E-mail address	
Address		City	Prov/Territory	Postal code

Name of person doing work	Professional credentials
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Primary contact

Which of the above is the **Primary Contact**?

Landowner	Applicant	Qualified Person	Contractor
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LAND SUBJECT TO THE APPLICATION

Municipal address	Unit number	City	Roll number
		London	

Legal description of property

Subject Tree (if multiple trees, please attach a sheet listing each tree with the same information as requested below)

Species	Diameter at 1.4 metres above ground level	Height (in metres)
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Condition

Please make sure you have identified clearly what it is you want to achieve, so that staff, when visiting the site, are able to identify the Tree(s) and what you want to do. If more than one Tree is present, please identify each Tree by a unique number (e.g. 1, 2, 3) or letter (e.g. A, B, C) and the species, if known.

Have you identified which Trees, where, are to be Injured and/or Destroyed? Yes No

Have you attached confirmation **by the Qualified Person** of the location, species, size and health of the Distinctive Tree(s) on the property? Yes No

Boundary Tree

Is the Tree(s) a Boundary Tree(s)? A "Boundary Tree" shall have the same meaning as defined by the Forestry Act, R.S.O. 1990 c.F.26. Yes * No

* If yes, have you included the written consent to the application by the adjacent Landowner(s)? Yes No

PROJECT INFORMATION

Anticipated project start date	Anticipated project end date
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What is the reason for your permit application? (Attach additional page if necessary.)

Clearly illustrate in a measured drawing below, or attach a drawing, of the Site at a scale acceptable to the City Planner. **Include:** Trees on adjacent properties, where the Critical Root Zone of such Trees will be affected by the proposed activity on the site; any proposed construction works, excavation and or site alteration; any proposed tree planting or tree protection.

OUTSTANDING APPLICATIONS (Planning or Otherwise)

Are there any other outstanding applications affecting the land upon which the Tree or Trees are to be protected, Injured or Destroyed, including any proposed development of the site or adjacent sites? Yes * No

* If yes, describe the outstanding applications below:

APPLICATION CONSENT

X

Signature of **Applicant**

Date signed

By submitting this application, the City will deem you to have consented to a member of City staff visiting the property between 8:00 a.m. and 5:00 p.m. (Monday - Friday) to inspect the Tree(s), whether you are present or not.

Landowner's authorization (if different from Applicant)

I understand that an Application is being made for a Permit to Injure or Destroy a Tree or Trees from my land. By signing this Application, I am consenting to the Application. I acknowledge that the City Planner will send a copy of his or her decision to me.

X

Signature of **Landowner**

Date signed

X

Signature of **Landowner**

Date signed

NOTICE OF COLLECTION OF PERSONAL INFORMATION

The personal information collected on this application form is collected under the authority of the Municipal Act, 2001, as amended and the City of London Tree Protection By-law C.P.-1515-228 and will be used to assist the Civic Administration in evaluating the request. The personal information will be disclosed to City staff only on a need to know basis but it will not be disclosed to the public unless otherwise required by law. However, information about the specific Tree(s) and its/their location with respect to this application will become part of the public record. Questions about this collection of personal information should be addressed to the Manager of Urban Forestry at 663 Bathurst Street, London, ON N5Z 1P8 or by telephone at 519-661-CITY (2489), extension 4457.

For City of London use only

Application number	Date received	File handler name
Decision <input type="checkbox"/> Permit issued <input type="checkbox"/> Refused	Date of decision	Date application deemed complete