

APPLICATION FOR TREE REMOVAL PERMIT

The Corporation of the Town of Whitby
575 Rossland Road East, Whitby Ontario, L1N 2M8
Telephone: 905-430-4306 ~ Facsimile: 905-668-7812



SHADED AREAS FOR OFFICE USE ONLY

File No.: TP-_____ - _____	Date Entered in AMANDA:	Entered By (Initials):
By-law: <input type="checkbox"/> 1784 <input type="checkbox"/> 2585 <input type="checkbox"/> 5581-05		
Date Received:		

PART I – APPLICANT INFORMATION

1. Owner / Applicant / Agent :

Please list the contact information for the each of the following (if applicable):

Name	Mailing Address & Postal Code	Contact Information
Owner:*		Telephone:
		Fax:
		Email:
Applicant or Primary Consultant (Arborist):**		Telephone:
		Fax:
		Email:
Tree Cutting Contractor:**		Telephone:
		Fax:
		Email:

* If there is more than one owner, attach a list of each owner. If the owner is a company, provide the name and address of company owner(s).

**An Owner's authorization is required if the applicant is not the owner. If the applicant is a prospective purchaser, also attach a copy of the Offer to Purchase.

2. Primary Contact:

Correspondence relating to this application should be sent to (select one only):

Owner Applicant / Primary Consultant Agent / Solicitor

PART II – PROPERTY INFORMATION

3. Property Information:

Location and Description of Subject Lands:

Municipal Address (Street # & Street Name)		Assessment Roll #	
Registered Plan(s)	Lot(s) / Block(s) #	Reference Plan(s)	Part(s) #

Lot(s)	Concession(s)	Lot Frontage (metres)	Lot Depth (metres)	Approximate Area (hectares)

4. Easements / Encumbrances / Mortgages:

4.1 Are there any easements, rights-of-way, restrictive covenants, etc., affecting the subject land(s)?

Yes No

If **Yes**, please identify below, and indicate on a site plan, the nature and location of the easement, right-of-way, restrictive covenant etc:

4.2 Are there any mortgagees, holders of charges or other encumbrances?

Yes No

If **Yes**, please list the names and addresses of the mortgagees, holders of charges or other encumbrances:

PART III – DETAILS OF APPLICATION

5. Property and Tree / Woodlot Information:

5.1 Attach proper drawings and survey showing the following:

- limits of land owner's property
- adjacent roads
- man-made features on the property such as fence lines, rail lines, and buildings
- natural features such as streams and wetlands
- location, extent and size of woodlot where trees are to be destroyed

Are the drawings and survey attached?

Yes No

5.2 Describe the trees to be destroyed: (attach Woodlot Management Plan)

- Number
- Species
- Size (dbh)
- Approximate age
- Location on property

5.3 Describe the type of woodlot:

- Mixed Wood
- Conifer Plantation (Red Pine, etc.)
- Other (describe) _____

6. Time Period:

6.1 Expected Starting Date: _____

6.2 Expected Completion Date: _____

7. Other Information & Materials:7.1 A copy of a report prepared by a forestry consultant, respecting the destruction of trees subject of this Application, **must** accompany this Application.

Is a copy of the forestry consultant's report attached?

Yes No

7.2 Has the Ministry of Natural Resources or a forestry consultant marked this tree/woodlot for destruction?

Yes No

7.3 Describe the reason(s) for the Tree Destruction and the Method of Destruction (e.g. cutting, burning, etc):

7.4 Where the Tree Cutting Contractor is different from the Applicant, a copy of any contract between the Applicant and the Tree Cutting Contractor respecting the destruction of trees subject of this Application shall accompany this Application.

Is a copy of the contract between the Applicant and the Tree Cutting Contractor attached?

Yes No Not Applicable **8. Other Applications:**8.1 Has the subject land(s) ever been subject of a previous application under the *Planning Act*?Yes No If **Yes**, please specify (i.e. Applicant, File No.(s), year, status, effect):

8.2 Please indicate if the applicant or owner is also submitting any of the following applications under the *Planning Act* for the subject land(s):

Other Applications	Subject Lands	
	Yes	No
Durham Regional Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>
Whitby Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>
Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>
Zoning By-law Amendment	<input type="checkbox"/>	<input type="checkbox"/>
Consent to Sever	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan Approval	<input type="checkbox"/>	<input type="checkbox"/>
Minor Variance	<input type="checkbox"/>	<input type="checkbox"/>
Minister's Zoning Order	<input type="checkbox"/>	<input type="checkbox"/>

If **Yes** was answered to any of the questions above, the Other Applications Table **must** be completed.

PART IV – SUBMISSION OF APPLICATION

9. Fees:

Town of Whitby (Fees effective October 1, 2018; subject to change without prior notice)

- A non-refundable application fee of **\$1,103.81** paid by cash, debit card or cheque made payable to the **Treasurer of the Town of Whitby**, pursuant to Section 6 of By-law No. 4640-00

10. Forms, Information and Materials:

- One (1) original completed application form;
- One (1) copy of the contract between the Applicant and the Tree Cutting Contractor (if applicable);
- One (1) copy of the drawings and survey showing: limit of property; adjacent roads; man-made / natural features; woodlot etc.;
- One (1) copy of the description of the trees to be destroyed and type of woodlot;
- Two (2) copies of the forestry consultant's report;
- Owner's or Owners' Authorization(s), if applicable;
- Completed and signed Other Applications Table; and
- Digital copies of plan(s), information and materials (if applicable).

11. Applicant's Acknowledgements:

The Applicant hereby acknowledges:

- that this application and the attached supporting documentation, information and materials, if any, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours pursuant to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*
- that personal information on this application is collected under the authority of the *Municipal Act*, as amended, and will be used for the purpose of processing the application and to determine compliance with the policies and by-laws of the Town of Whitby
- that submission of this application constitutes tacit consent for authorized Town staff representative(s) to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required
- that additional approvals from the Town and/or other agencies (e.g. building permit, site plan approval, CLOCA permit) may be required

Questions about the collection and inspection of this information should be directed to: **Commissioner of Planning, Town of Whitby, 575 Rossland Road East, Whitby, Ontario, L1N 2M8, Telephone: 905.430.4306.**

12. Declarations:

12.1 Affidavit of Owner:

If there are multiple owners, only one owner shall complete this Section.

I, _____ of the _____,
(please print) (e.g. Town of Whitby)
 in the _____, being the registered owner of the lands subject of this
(e.g. Region of Durham)

Application, solemnly declare that all of the above statements contained in this Application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act". I agree that the work to destroy trees will be conducted in accordance with the Town of Whitby By-law No. 4640-00, and that I am familiar with the contents and requirements of that By-law and acknowledge having received a copy thereof. I also agree to allow the Town of Whitby, its employees and agents to enter upon the subject lands for the purposes of conducting any inspections that may be necessary to this Application.

Sworn (or declared) before me at the _____, in the
 _____, this _____ day of _____, in the year _____.
 (e.g. Town of Whitby)
 (e.g. Region of Durham)

 Owner

 Commissioner of Oaths

12.2 Multiple Owners:

Where there are multiple owners, authorization from all other owners of the land regarding this Application, as set out in By-law No. 4640-00, shall be attached to this Application (see page 6).

Is written authorization of other owners attached?

Yes No

12.3 Tree Cutting Contractor:

To be completed by Tree Cutting Contractor (if different from Applicant):

I agree that the work to destroy trees on the property owned by _____

and municipally known as _____
 will be conducted in accordance with the Town of Whitby By-law No. 4640-00 and the Permit issued under that By-law to the owner of the land. I also agree that I am familiar with the contents and requirements of By-law 4640-00 and the Permit issued pursuant to it, and acknowledge having received a copy of both the By-law and the Permit. In signing this Application, I also agree that I am acting with the full authority and permission of the land owner and on his/her behalf.

Name: _____ Signature: _____
 (Please print)

Dated at the _____ in the _____,
 (e.g. Town of Whitby) (e.g. Region of Durham)

this _____ day of _____, in the year _____.

NOTICE TO APPLICANT

You may appeal to the Ontario Municipal Board:

1. If the Commissioner refuses to issue a Permit, within thirty (30) days after the refusal;
2. If the Commissioner fails to make a decision on an Application, within forty-five (45) days after the completed Application is received by the Commissioner; or
3. If a Permit is issued, but you object to a condition in the Permit, within thirty (30) days after the issuance of the Permit.

Notice of Appeal must be mailed or delivered to:

Ontario Municipal Board
 Suite 1500
 655 Bay Street
 Toronto, Ontario
 M5G 1E5

The cost of the appeal (\$125.00) shall be payable by cheque made payable to the **Minister of Finance** and must accompany the Notice of Appeal.

OWNER'S AUTHORIZATION FORM TO SUBMIT APPLICATION FOR TREE PERMIT

I, _____, being one of the registered owners of the subject lands, hereby
Name of Land Owner (Please print or type)

authorize _____, to prepare and submit this Application for Tree
Name of Applicant (Please print or type)
 Permit on my behalf.

Signature

Date:

**Applications will not be processed
 where application forms and/or fees are incomplete**

OTHER APPLICATIONS



If there are other applications for the subject lands, the table below must be completed and submitted with the completed application form.

Subject Land(s)						
Other Applications	File No.	Approval Authority	Lands Affected	Purpose of Application	Effect of Application	Status of the Application
Durham Regional Official Plan Amendment						
Plan of Subdivision / Condominium						
Zoning By-law Amendment						
Consent to Sever						
Site Plan Approval						
Minor Variance						
Minister's Zoning Order						
Other (Describe)						

Prepared By:

Name: _____
(Please Print)

Signature: _____

Date: _____