

Tree Removal Permit Application Submission Requirements

Application Process:

- Planning and Development staff will review the applicable permit requirements with the applicant during a preliminary consultation prior to formal submission of the permit application; and
- Responses to permit applications will generally be provided within 15 business days.

Submission Checklist:

The following information is required when submitting a **Tree Removal Permit Application** to the Town of Whitby Planning and Development Department:

- Completed Tree Removal Permit Application Form (contact planning@whitby.ca);
- Application fee in the form of a cheque made out to the Corporation of the Town of Whitby;
- Arborist Report, prepared by a Certified ISA Arborist, if required (refer to the [Arborist Report Requirements](#) for additional information);
- A scaled Plan illustrating the locations of existing trees, identifying all trees proposed to be removed, and any to remain;
- Any additional criteria identified by the Planning and Development Department as a requirement at the preliminary consultation; and
- Photographs of the impacted trees.

Permit Conditions:

- A copy of the Tree Removal Permit must be displayed on site during any tree removal activities;
- Tree permits expire twelve months from the date they are issued; and
- A Town Inspector may enter and inspect any land to which this by-law applies, and has the right to issue an order if a contravention of the by-law has occurred.

For more information, contact

Planning and Development
905.430.4306
planning@whitby.ca