

Private Property Tree Removal Application Form

Standard Application

Application instructions

Application Number: _____

1. **This is not a permit.** Removal of one (1) or more trees each with a diameter greater than 20 centimeters before receiving an approved permit will put you in contravention of By-law #2022-10.
2. **Ensure you have read and understand the Private Tree Protection By-law in its entirety before completing this application**
3. This application is applicable to the injury, destruction or removal of any one (1) or more trees each having a tree diameter of twenty (20) centimetres or more measured at 1.4 meters, or any multi-stemmed tree(s) having a combined base diameter of twenty (20) centimetres, unless authorized by permit to do so pursuant to By-law 2022-10.
4. Application form to be completed by applicant. Print CLEARLY. A non-refundable administration fee of is required at the time of submission:
 - \$ 100.00 for a single tree
 - \$ 300.00 for 2-4 trees
 - \$ 1000.00 for 5-10 trees
 - \$ 5,000.00 for 11 or more trees
5. Typical processing time for applications is a maximum of 30 working days from the submission of a complete Application. The length of time to process the application may be impacted if additional information is required, multiple trees are being reviewed or the Private Property Tree Removal Application is to be reviewed in conjunction with other development applications. Incomplete applications will not be processed resulting in delays and will restart the process initiation time.
6. Municipal address must include street name and number. (911 numbers for rural location)
7. Provide two copies of digitally produced plans or drawings of the property showing locations of all trees, including trees(s) to be removed and tree(s) being preserved.
8. Provide a minimum of two colour photographs of each tree(s) being removed. Photos are to include a close-up and a photo taken at a distance providing a complete view of the tree.
9. An Arborist Report must be completed by an ISA or MTCU certified Arborist. This report is to include the following:
 - Percentage of total property canopy cover being removed
 - Species of tree(s) being removed
 - Diameter size of the tree(s), in centimeters, measured at the base of the tree and at 1.4 meters above ground.
 - Health/Condition of trees being removed
 - Reason for removal, including a signed declaration outlining the tree is removed for construction or non-construction purposes.
 - Replacement recommendations to remove dead, dying or hazardous tree(s)
 - Arborist certification number
10. A review fee of \$100 per tree will apply for each tree removed.
11. Provide two copies of a replanting plan or landscape plan, if replanting is proposed. All tree removals which are not for dead, dying or hazardous trees will require replanting. Replanting is required to be privately completed within 12 months of permit date. The number of trees to be replanted is calculated by;



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- Non-construction tree removal: A one to one replacement for each tree removed
- Construction tree removal- By the Aggregate Inch Method per tree removed, as described in the By-law 2022-10, for each tree(s) removed. Construction could include, but is not limited to, building any structure above or below ground regardless of size or permit requirements.

Once the tree(s) are replanted the applicant is required to contact the Town for a final inspection.

12. If applicant does not wish to re-plant the required replacement trees, they may opt to pay for trees to be planted on Town lands within the community. A fee for each replacement tree required will be added to the permit cost. Fees collected for trees are to be used for tree planting through Town funded programs.
13. If paying by cheque, make cheque payable to: Corporation of the Town of Newmarket.
14. Provide written consent from an adjacent property owner where the base of a tree straddles a property line or is beyond the applicant owners' lands.
15. Provide written authorization from the owner if this application is signed by an applicant other than the owner, or by an agent.
16. Submit this application and supporting documentation to the Municipal Offices, 395 Mulock Drive, Newmarket ON L3Y 4X7 or by email to info@newmarket.ca. Once your application is submitted, please call the Town of Newmarket at 905-895-5193 to make a payment for the application. Applications will not be processed until payment is made.

Collection of Personal Information

The personal information on this form is collected under By-law 2022-10 and will be used for the purposes of this application only. This application may contain personal information as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is collected under By-law 2022-10. This information will be used to process this application and for administrative purposes related to this by-law. Questions related to the collection of this information should be directed to Parks and Property Services, 1275 Maple Hill Court, Newmarket, ON, L3Y 9E8

Residential Applicant/Agent Information (Please Print Clearly)

Municipal Property Address (Include 911 numbers for rural location):

Applicant / Agent Name: _____ Email: _____

Mailing Address:

_____ Street number and name City/Town Postal Code

Telephone (home): _____ Telephone (work/mobile): _____

Name and phone number of Registered Homeowner (if different from applicant/agent name):

_____ Name Phone



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Mailing Address of Homeowner (if different from above):

Street number and name	City/Town	Postal Code
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Existing Land Use:

Are the tree(s) located on any neighbourhood property line resulting in the joint ownership of the tree(s)?

- | | |
|---------|--------------|
| No | Yes |
| Private | Public Lands |

- If 'Yes', authorization for work is required from the owner (co-owner) of the neighbouring tree.
- For tree(s) co-owned with the Town or fully on Town property, a Town of Newmarket Tree Valuation will be required for payment.

Number of Trees that are injured need to be removed: _____

Please specify the reason why trees are being injured or removed. (Select all that apply)

- Trees interfere with proposed construction
- Trees interfere with non-construction purposes
- Other (please specify): _____

Tree Species	Reason for removal	Diameter of tree measured at 1.4m above the ground

A site plan or drawing of the subject property is required and must include the following information:

- The location of the tree(s) you wish to injure or remove and the distance of the trees to the property lines and/or buildings.



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- The location of any buildings on the property. Proposed and current building locations are required.
- The dimensions of the property and location of the streets.
- The location and size of trees being protected.
- The proposed location for replacement tree(s).
- Other natural features on the property such as slopes and creeks.

This information must be supported by an Arborist Report completed by an ISA or MTCU certified arborist, a certification of property damage by a Professional Engineer and/or Building Inspector, and approved by the Forestry Supervisor, Parks and Property Services Department.

Declaration

I hereby declare that the statements made by me upon this application are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application and authorize Town of Newmarket staff to enter the property for inspection purposes for processing this application.

Signature of Applicant:

Date:

(dd/mm/yyyy)

Please Print Name:
