

TREE PERMIT APPLICATION



APPLICATION # \_\_\_\_\_

**Application to Permit the Injury or Destruction Of Trees on Private Property**

**Town of Aurora  
Municipal Drive  
Box 1000  
Aurora, Ontario L4G 6J1  
Phone 905-727-3123**

**ext.3223**

The personal information on this form is collected under Bylaw 5850-16 and will be used for the purposes of this application only. Questions should be directed to the Freedom of Information Co-ordinator, Office of the Town Clerk, 1 Municipal Drive Box 1000, Aurora, Ontario L4G 6J1, Tel. 905-727-3123 ext. 3223

**THIS IS NOT A PERMIT**

Instructions for Completion of Application:

1. Application form to be completed by applicant. Please type or print CLEARLY. Incomplete applications will delay approval.
2. Municipal address: Street name and number must be included for applications to be considered complete.
3. Provide an Arborist Report completed by an Arborist as defined in the by-law, at the direction of the Parks Manager.
4. If replanting, provide 2 copies of the replanting plan or landscape plan.
5. Payment of the required fees: See item 12 on page 2 for fee requirements. Written consent is necessary from an adjacent property owner where the base of a tree straddles a property line.
6. If this application is signed by an applicant other than the owner, or by an agent, the written authorization of the owner is required.
7. File this application and other supporting documentation to the Department of Parks and Recreation 100 John West Way Aurora, Ontario L4G 6J1.
8. Applications submitted after 3:30 p.m. local time will not be processed until the next business day.

**I am applying for a permit to remove tree/s on private property (please check one)**

- Three (3) or more trees 20cm (8 inches) in diameter measured at 1.37 m in a 12 month period**
- Two (2) trees have already been removed between 20cm (8 inches) in diameter measured at 1.37 m in a 12 month period and require a permit for the removal of the third (3<sup>rd</sup>) or more tree/s in the same 12 month period**
- One (1) or more tree/s larger than 70cm (30 inches) in diameter measured at 1.37**
- One (1) or more tree/s in the designated heritage district**
- One (1) or more designated heritage tree/s**

**APPLICANT INFORMATION**

1. Municipal address of subject property: \_\_\_\_\_
2. Name of Applicant/Agent: \_\_\_\_\_
3. Mailing Address of Applicant: \_\_\_\_\_
4. Telephone: \_\_\_\_\_ Work No.: \_\_\_\_\_ Fax: \_\_\_\_\_
5. Name of Registered Owner (if different from above): \_\_\_\_\_
6. Mailing address of Owner (if different from above): \_\_\_\_\_
7. Existing Land Use: \_\_\_\_\_
9. Are the tree(s) located on or near any neighbouring property line resulting in the joint ownership of the tree/s.  Yes  No
10. If yes, do you have authorization from the neighbouring property owner to act as their representative in this application to injure or remove tree(s).  Yes  No
11. Reason why trees are being injured or removed. Please circle letter:
 

A. trees interfere with proposed construction	B. Landscaping on the property
C. all trees are dead, dying or hazardous	D. trees are interfering with utilities/dwelling/foundation
E. installing pool	F. other (please specify): _____

## TREE PERMIT APPLICATION

**12 Fee Requirements:**

If all trees are considered dead, dying or hazardous by the Parks Manager, there is no fee but a permit must still be obtained.

Trees over 20cm in diameter

3 trees .....	\$204.25
4 trees .....	\$306.30
5 trees .....	\$408.40
6 trees .....	\$510.50
7 trees .....	\$612.60

8 or more trees \$102.10 per additional tree to a maximum of \$2,552.50

Trees over 70 centimeters in diameter \$510.50 per tree

(Methods of payment major credit cards, interact, cash, or cheque fees are non-refundable and must be remitted at the time of initial permit application)

**ADDITIONAL REQUIREMENTS**

- I am the owner of the property or acting on behalf of the owner with written authorization (attached)
- The property is not a designated Heritage Property under the Town of Aurora designation
- The property is designated Heritage and the Heritage Advisory Committee has approved the injury or destruction of the tree/s as per the attached Approved Heritage Permit
- Applicable fees have been submitted

**DECLARATION 1**

I /we \_\_\_\_\_ hereby declare print name  
 that I have read and understand the required procedures and provisions under the Town of Aurora's Private Tree By-law and the statements and plans 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. I consent to allowing Town of Aurora employees to enter the property to conduct inspections  
 Signed at the Town of Aurora this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
 Signature of Applicant: \_\_\_\_\_

**DOES THE TRUNK OF THE TREE/S AT GROUND LEVEL BISECT OR STRADDLE A PROPERTY LINE?      YES       NO**  
**IF YOU ANSWERED YES**  
**PLEASE COMPLETE DECLARATION 2 BELOW**


**DECLARATION 2**

I /we \_\_\_\_\_ hereby declare print name  
 That I am the owner of the adjacent property have read and understand the required procedures and provisions under the Town of Aurora's Private Tree By-law and I /we consent to the intentions respecting the proposed work for which this application is being made and that the statements and plans made by me upon this application are, to the best of my belief and knowledge, a true and complete. . I consent to allowing Town of Aurora employees to enter the property to conduct inspections  
 Signed at the Town of Aurora this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
 Signature of Adjacent property owner \_\_\_\_\_  
 Address \_\_\_\_\_

## TREE PERMIT APPLICATION

PART A				Tree and Site Information					
TREE #	TREE SPECIES	TREE DIA. IN CM. MEASURED AT 1.37M	DRIP LINE	HEALTH			STRUCTURAL INTEGRITY		
				POOR	FAIR	GOOD	POOR	FAIR	GOOD
1									
2									
3									
4									
5									

(IF MORE THAN 5 ATTACH ADDITIONAL PAGES)

PART B	SKETCH OF PROPERTY
<p>Please show all property lines, buildings, driveways and the individual tree/s that are to be removed. Tree/s shall be numbered and cross referenced to match tree # in Part A Tree and Site Information</p>	

PART C	ARBORIST CONFIRMATION
<p>I/WE _____ CERTIFY THAT THE INFORMATION IN PARTS A, B &amp; C IS CORRECT</p> <p style="text-align: center;">PLEASE PRINT</p> <p>SIGNATURE (INCLUDES PROFESSIONAL DESIGNATION WHERE APPLICABLE) _____ (INCLUDE PROFESSIONAL DESIGNATION and #.WHERE APPLICABLE)</p> <p><b>NOTE: COMPLETION OF PARTS A, B &amp; C WILL BE RECOGNIZED AS AN ARBORISTS REPORT</b></p> <p style="text-align: right;">DATE _____</p>	