

This form to be completed and submitted to Toronto Building with Building Permit application

This is NOT a permit application form

Application Date			District	Application No.
Day	Month	Year		

Please type or print clearly in ink

Type of Building Application: Committee of Adjustment ☐ Demolition ☐ FASTRACK ☐ Xpress ☐ Complete ☐ Not Complete ☐

Project Location and Description

Is this property subject to the Ravine and Natural Feature Protection By-law? Yes ☐ No ☐

Street No.	Street Name	Unit No.
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Work Description (<i>please print clearly</i>)	Value of Construction
	Less than \$75,000 <input type="checkbox"/>
	\$75,000 - \$500,000 <input type="checkbox"/>
	Greater than \$500,000 <input type="checkbox"/>

Owner Information

Owner (If Person - Last Name)	First Name
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Owner (If Company/Partnership)	Company Officer	Position
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Street No. and Name	Apt./Unit No.
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City	Province	Postal Code	Area Code and Telephone No.
			Business

Please answer the following questions (MUST be completed in full):

Note: <i>Construction activity</i> as used in the following questions includes but is not limited to demolition work, excavation, trenching and boring, placement of fill or surface treatment, storage of construction materials or equipment, storage of soil, construction waste or debris, and movement of vehicles and equipment.	Private Trees <i>That are 30cm or larger in diameter measured at 1.4m above the ground and are not Ravine/Natural Feature** Trees</i>	City-Owned Trees <i>Trees of all sizes</i>	Ravine/Natural Feature** Trees <i>Trees of all sizes</i> ** Protected area as defined on maps found in the City of Toronto Municipal Code Chapter 658
1. Will the proposed <i>construction activity</i> occur within the “ <i>Tree Protection Zone</i> ” of a protected tree, on or within 6m of the subject site for City-owned and Private trees (excluding Ravine/Natural Feature trees), and on or within 10m of the subject site for Ravine/Natural Feature trees? (See chart below)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Will the proposed <i>construction activity</i> require the removal of a protected tree?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Will any proposed <i>construction activity</i> result in placement of fill or changes to grade within the tree protection zone or ravine/natural area?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered “Yes” to any of the above questions.....	An application to injure or destroy Private Trees <u>must</u> be submitted to Urban Forestry. See “A” on reverse	An application <u>must</u> be filed with Urban Forestry and fees may be required. See “B” on reverse	A permit application <u>must</u> be submitted to Urban Forestry. See “C” on reverse
4. Have you submitted a complete application for Private or Ravine and Natural Feature Trees and/or Site Plans for City Owned Trees, to Urban Forestry?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Tree Protection Zones <i>Please refer to this chart when answering the above questions. This chart shows <u>minimum</u> required distances for determining a tree protection zone (eg. for a 40 cm diameter tree, all construction activity must be kept at least 2.4m away from City-owned and Private trees, and 4.8m away from Ravine and Natural Feature trees). Tree protection distances are to be measured from the outside edge of the tree base. Tree protection barriers must be installed in accordance with the City of Toronto’s Tree Protection Policy and Specifications for Construction Near Trees, found at: www.toronto.ca/trees.</i> Note: <i>Urban Forestry may require a larger Tree Protection Zone for some trees, depending on site conditions.</i>	Trunk Diameter (DBH)*	Minimum Protection Distances Required	
		City-owned and Private Trees	Ravine and Natural Feature Trees
	< 10 cm	1.2 m	1.2 m
	10-29 cm	1.8 m	3.6 m
	30-40 cm	2.4 m	4.8 m
	41-50 cm	3.0 m	6.0 m
	51-60 cm	3.6 m	7.2 m
	61-70 cm	4.2 m	8.4 m
	71-80 cm	4.8 m	9.6 m
	81-90 cm	5.4 m	10.8 m
	91-100 cm	6.0 m	12.0 m
* diameter measured at 1.4 m above the ground. To measure a tree’s DBH, measure the circumference of the trunk at 1.4m above ground level and divide the number by π (3.1416).			

Applicant’s Declaration

I,	Last Name	First Name	Area Code and Telephone No.
	Company Name (if applicable)		Business
of	Street No. and Name	Apt./Unit No.	Area Code and Fax No.
	City	Province	Postal Code
	Area Code and Mobile / Pager No.		
	E-mail address		

do hereby declare the following:

- That I am

☐ the owner as stated above

☐ the owner’s authorized agent

☐ an officer/employee of , which is an authorized agent of the owner.
- That statements contained in this declaration are true and made with full knowledge of all relevant matters and of the circumstances connected with this declaration.
- That I have read and understand the information stated on both sides of this form.
- That the information included in this application and in the documents filed with this application is correct.

I hereby certify conscientiously believing the above is correct, and I understand that the City may require additional information

Important Information

An inspection by Urban Forestry staff may be carried out at the site in question. If the inspection reveals protected trees that have not been declared on the Tree Declaration form, a Stop Work Order may be issued and charges may be laid under the provisions of the City's tree by-law legislation. A person convicted of an offence is liable to: 1) a minimum fine of \$500.00 per tree and to a maximum fine of \$100,000.00. 2) a special fine of \$100,000.00.

By-laws, associated maps, application forms and guidelines can be obtained from the City of Toronto Urban Forestry website: www.toronto.ca/trees

A. Private Trees

Please note that effective September 30, 2004, a Private Tree By-law (City of Toronto Municipal Code Chapter 813, Trees, Article III) was passed and now applies to the entire City of Toronto. Trees on private property having a diameter of 30cm or greater measured at 1.4m above grade, are protected under the Private Tree By-law. It is unlawful to injure or destroy such trees without first obtaining a permit from Urban Forestry to do so. A person convicted of an offence under the By-law is liable: 1) To a minimum fine of \$500.00 per tree and to a maximum fine of \$100,000.00. 2) To a special fine of \$100,000.00. Making a false declaration may result in Urban Forestry issuing an order to stop any activity causing injury or destruction of trees.

Trees to be retained having a diameter of 30cm or greater measured at 1.4m above grade on subject or adjacent properties (within 6m of the subject site) must be protected with plywood clad hoarding at or beyond the "Tree Protection Zone," in accordance with the City of Toronto's "Tree Protection Policy and Specifications for Construction Near Trees." Where adequate protection cannot be maintained, a permit to injure the subject tree is required. The General Manager of Parks, Forestry and Recreation may request a Tree Guarantee Deposit to guarantee the planting or protection of trees. It is the applicant's responsibility to advise the General Manager of Parks, Forestry and Recreation that the trees have been planted in accordance with approved plans and/or tree protection zones have been created in accordance with approved plans. It is also the applicant's responsibility to submit a written request to the General Manager for the refund of a Tree Guarantee Deposit, 2 years after the completion of all construction activity and/or 2 years after tree planting.

Please Note: It is the responsibility of the applicant to ensure that applications to remove or injure trees situated on private property are submitted to Urban Forestry. Completed application forms must be accompanied by an arborist report and/or tree protection plan, application fee, landscape/replanting plans and relevant site plans.

Inquiries and submissions should be directed to:

North York District	Toronto and East York District	Scarborough District	Etobicoke York District
For enquiries dial 311	From outside the City of Toronto (416) 392-CITY (2489)		
416-395-7886 (fax)	416-392-7277 (fax)	416-396-4248 (fax)	416-394-5406 (fax)
tppmorth@toronto.ca	tpprsouth@toronto.ca	tppreast@toronto.ca	tpprwest@toronto.ca
Urban Forestry General Information Line: 416-338-TREE (8733)			

B. City-Owned Trees

Trees situated on City-owned property, including City road allowance and City-owned parkland, are protected under the provisions of City of Toronto By-laws. The two by-laws which protect City-owned trees are the 'City Street Tree By-law' (City of Toronto Municipal Code, Chapter 813, Article II) and the 'Toronto Parks By-law'.

Trees of all sizes are protected under the provisions of the above noted by-laws. Tree protection barriers for trees situated on the City road allowance where visibility must be maintained must be 1.4m high and consist of orange plastic web snow fencing on a wood frame in accordance with the City of Toronto's "Tree Protection Policy and Specifications for Construction Near Trees." The General Manager of Parks, Forestry and Recreation may request a Tree Guarantee Deposit to guarantee the planting or protection of trees. It is the applicant's responsibility to advise the General Manager of Parks, Forestry and Recreation that the trees have been planted in accordance with approved plans and/or tree protection zones have been created in accordance with approved plans. It is also the applicant's responsibility to submit a written request to the General Manager for the refund of a Tree Guarantee Deposit, 2 years after the completion of all construction activity and/or 2 years after tree planting.

Written permission is required to allow the removal of a City-owned tree and City Council approval may be required. If a tree is approved for removal, such approval will be conditional on the applicant paying for all costs including the appraised value of the tree, removal and replacement costs. In all such cases, applicants are also required to plant a replacement tree on public or adjacent private property. There is a fee of \$300.00 per tree for requests for permission to remove healthy City-owned trees.

A person convicted of an offence under the City Street Tree By-law and/or the Toronto Parks By-law is liable to a fine in such amount provided for by the City of Toronto Act.

Urban Forestry General Information Line: 416-338-TREE (8733)

C. Ravine and Natural Feature Trees

Toronto's Ravine and Natural Feature Protection By-law, Chapter 658 of the City of Toronto Municipal Code regulates the injury and destruction of all trees, dumping of refuse and changes to grade within protected areas defined in Schedule A of the By-law. The protection areas are defined on maps found on the City's website www.toronto.ca/trees. For those areas not regulated by the TRCA, applications must be filed with the City of Toronto, for placement of fill and changes to grade.

A person convicted of an offence respecting the regulations restricting injury or destruction of trees, placement of fill and changes to grade within protected ravines is liable: 1) To a minimum fine of \$500.00 per tree and to a maximum fine of \$100,000.00. 2) To a special fine of \$100,000.00. 3) For a continuing offence to a minimum fine of \$500.00 and a maximum fine of \$10,000.00 for each day or part of a day that the offence continues. 4) A person convicted of an offence may be ordered by the court to restore the area to the satisfaction of the City under the authority of the City of Toronto Act.

Please Note: It is the responsibility of the applicant to ensure that applications are filed with Urban Forestry Ravine and Natural Feature Protection staff for permits to remove or injure trees or to place fill or change grade within ravines. Failure to submit an application may result in a request to delay a Committee of Adjustment hearing. Urban Forestry requires notice at least 14 days prior to the hearing date, giving time for staff to review applications and prepare written comments.

Inquiries and submissions should be directed to: Urban Forestry, Ravine/Natural Feature Section, 355 Lesmill Road, Toronto, ON M3B 2W8. Telephone: (416) 392-0343 Fax: (416) 392-6658

Please Note: The Conservation Authority Act provides authority for the Toronto and Region Conservation Authority (TRCA) to restrict developments within areas regulated under Ontario Regulation 166/06. If your property is within an area regulated by the TRCA you must file an application to Development Services Section, TRCA, 5 Shoreham Drive, Downsview, Ontario M3N 1S4 (416) 661-6600.