



City of London Tree Protection By-Law C.P.-1515-228 Tree Protection Area Permit Application Cemetery or Golf Course

Planning Services - Urban Forestry
267 Dundas Street, 3rd Floor
London, Ontario N6A 1H2
Telephone: 519-661-CITY (2489), ext. 4457
E-mail: treeprotection@london.ca

Instructions

Fee Schedule

1. This process pertains to an application to Injure and/or Destroy a Tree(s) within a Tree Protection Area as defined by Schedule 'D' of the By-law, as may be amended from time to time, in a Cemetery or on a Golf Course.
2. There are **no** application fees for trees in a cemetery or golf course.

City of London contact information

Please complete the following information. If you require assistance, City staff may be contacted by telephone at 519-661-CITY (2489), extension 4457 or by e-mail to treeprotection@london.ca.

Once this application has been completed, please submit it with payment by one of the following options:

1. Scanned and sent by e-mail to treeprotection@london.ca (payment will be required prior to the application being considered complete).
2. Mailed to Urban Forestry, City of London, 267 Dundas Street, 3rd Floor, London Ontario N6A 1H2.
3. In person at 267 Dundas Street, 3rd Floor, London Ontario, between the hours of 8:30 a.m. and 4:30 p.m. Monday – Friday
4. In person at City Hall, 300 Dufferin Avenue, London Ontario, Saturday 8:30 a.m. – 4:30 p.m. by appointment only.

After Submission

Upon receipt, your application will be reviewed and you will be contacted by City staff. By submitting this application, the City will deem you to have consented to a member of City staff visiting the property between 8 a.m. and 5 p.m. (Monday - Saturday) to inspect the Tree(s), whether you are present or not. Every effort will be made to conduct the visit at a mutually convenient time.

To assist staff, it would be helpful if you could attach coloured flagging tape or a piece of material - either around the trunk or around a branch - at a visible height to each Tree subject to this application. Please do not mark the Tree in any way which could cause injury, such as slashing bark from the Tree.

Right to Appeal

The Applicant has the right to appeal and request a Hearing with a Hearings Officer if the Municipality fails to make a decision on an application within 60 days after a complete application is received by the City Planner. A request by an Applicant for a Hearing shall be made in writing and filed with the City Clerk. The request shall consist of a notice of appeal and must comply with the requirements set out in Schedule 1 of the City's Hearings Officer By-law A-6653-121.



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Cemetery or Golf Course

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APPLICANT INFORMATION

Complete the following information. All communications will be directed to the Primary Contact with a copy to the Landowner if different.

Note: If additional space is required for Landowner(s) information, please attach a separate sheet containing said information.

Landowner(s) (Attach information with additional Landowner information if required)

Name		Telephone number	E-mail address	
Address		City	Prov/Territory	Postal code

Applicant (complete if the Applicant is different from the Landowner)

Name		Telephone number	E-mail address	
Address		City	Prov/Territory	Postal code

Professional credentials

Qualified Person authorized by the Landowner to file the application (if applicable)

Name		Telephone number	E-mail address	
Address		City	Prov/Territory	Postal code

Professional credentials

Contractor implementing the work

Business name		Telephone number	E-mail address	
Address		City	Prov/Territory	Postal code

Name of person doing work	Professional credentials
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Primary Contact

Which of the above is the **Primary Contact**?

Landowner
 Applicant
 Qualified Person
 Contractor

LAND SUBJECT TO THE APPLICATION

Municipal address	Unit number	City	Roll number
		London	
Legal description of property			

Subject Tree (if multiple trees, please attach a sheet listing each tree with the same information as requested below)

Species	Diameter at 1.4 metres above ground level	Height (in metres)
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Condition

Please make sure you have identified clearly what it is you want to achieve, so that staff, when visiting the site, are able to identify the Tree(s) and what you want to do. If more than one Tree is present, please identify each Tree by a unique number (e.g. 1, 2, 3) or letter (e.g. A, B, C) and the species, if known.

Have you identified which Trees, where, are to be Injured and/or Destroyed? Yes No

Have you attached confirmation **by the Qualified Person** of the location, species, size and health of the Distinctive Tree(s) on the property? Yes No

Boundary Tree

Is the Tree(s) a Boundary Tree(s)? A "Boundary Tree" shall have the same meaning as defined by the Forestry Act, R.S.O. 1990 c.F.26. Yes * No

* If yes, have you included the written consent to the application by the adjacent Landowner(s)? Yes No

Attach or include:

- A five-year Silvicultural Prescription and/or Forest Management Plan, prepared by a Qualified Person, describing how the Trees on the Site are to be managed in a sustainable fashion to achieve Good Arboricultural Practices and Good Forestry Practices.
- The report will evaluate the basis for the proposed Tree Injury or Destruction and identify recommendations for any conditions to be included in a Tree Protection Area Permit that the Qualified Person believes are necessary to be in accordance with Good Arboricultural Practices.
- Also include a general description of the circumstances that would represent a substantive change from the five-year Silvicultural Prescription and/or Forest Management Plan that would require a Tree Protection Area Permit.
- Such other information deemed necessary by the City Planner.

APPLICATION CONSENT

X

Signature of **Applicant** _____ Date signed _____

By submitting this application, the City will deem you to have consented to a member of City staff visiting the property between 8:00 a.m. and 5:00 p.m. (Monday - Saturday) to inspect the Tree(s), whether you are present or not.

Landowner's authorization (if different from Applicant)

I understand that an Application is being made for a Permit to Injure or Destroy a Tree or Trees from my land. By signing this Application, I am consenting to the Application. I acknowledge that the City Planner will send a copy of his or her decision to me.

X

Signature of **Landowner** _____ Date signed _____

X

Signature of **Landowner** _____ Date signed _____

NOTICE OF COLLECTION OF PERSONAL INFORMATION

The personal information collected on this application form is collected under the authority of the Municipal Act, 2001, as amended and the City of London Tree Protection By-law C.P.-1515-228 and will be used to assist the Civic Administration in evaluating the request. The personal information will be disclosed to City staff only on a need to know basis but it will not be disclosed to the public unless otherwise required by law. However, information about the specific Tree(s) and its/their location with respect to this application will become part of the public record. Questions about this collection of personal information should be addressed to the Manager of Environmental and Parks Planning at 267 Dundas Street, 3rd Floor, London, ON N6A 1H2 or by telephone at 519-661-CITY (2489), extension 4457.

For City of London use only

Application number	Date received	File handler name
Decision <input type="checkbox"/> Permit issued <input type="checkbox"/> Refused	Date of decision	Date application deemed complete