



APPLICATION FOR A TREE PERMIT

Pursuant to the City of Kingston Tree By-Law (By-Law No. 2007-170)

OFFICE USE ONLY

Tree Permit Application File No.: _____

Date Received: _____

This application must be completed in full.

Please Note:

It is recommended that prior to completing the application, the Applicant review the Tree By-Law and consult with the appropriate municipal staff.

1. PROPERTY INFORMATION

Municipal Address: _____

Legal Description: _____

▪ If Applicable, Lot _____ Concession _____

Roll Number of Subject Property: _____

2. OWNER

Name: _____

Address: _____

Telephone Number: _____

E-mail Address: _____

3. AGENT (if applicable)

Name: _____

Address: _____

Telephone Number: _____

E-mail Address: _____

4. PERSON OR COMPANY RETAINED TO UNDERTAKE THE WORK

Name: _____

Address: _____

Telephone Number: _____

E-mail Address: _____

5. FORESTRY CONSULTANT

(Certified Arborist, Certified Tree Marker, Registered Professional Forester)

Name: _____

Address: _____

Telephone Number: _____

E-mail Address: _____

6. PROPOSED WORK

Size of Area to be Cut (hectares): _____

Anticipated Starting Date: Day _____ Month _____ Year _____

Anticipated End Date: Day _____ Month _____ Year _____

Number of Trees to be Removed: _____

Reason(s) for Removal:

Development

Harvesting

Other _____

Number of Trees to be Preserved: _____

Preservation Measures to be used for Retained Trees _____

Number of Trees to be Replanted: _____

7. OTHER APPLICATIONS

Please list any additional applications affecting the subject property (e.g. Planning Approvals; Building Permit, etc.)

8. CULTURAL AND NATURAL HERITAGE FEATURES

Please list any cultural or natural heritage features (e.g. archaeological resources, wetland, stream, woodland, etc.) located on or adjacent to the subject property?

9. REQUIRED ATTACHMENTS

- (a) The application fee, as outlined in Schedule 'B' of the Tree By-Law. YES NO
- (b) A map of the subject property, showing the boundary of the lands, any abutting roads, any other abutting lands owned by the Applicant, and the trees to be removed and retained. YES NO

10. ADDITIONAL ATTACHEMENTS (if required)

- (a) An Arborist's Report prepared by a Qualified Forestry Consultant in accordance with the City of Kingston's Guidelines for an Arborist's Report. YES NO
- (b) A Tree Preservation and Protection Plan prepared by a Qualified Forestry Consultant in accordance with the City of Kingston's Guidelines for Tree Preservation and Protection. YES NO

NOTICE TO THE APPLICANT – PLEASE READ

1. The contents of this application are subject to the provisions of the Tree By-Law.
2. Applications for a tree permit must be made by the property owner. The application may be submitted by a representative for the property owner, providing authorization is provided at the time of application (see authorization section below).
3. Where a tree is to be removed that straddles a property line, the written consent of the adjacent property owner is required.
4. The current fee is set out in Schedule 'B' of the Tree By-Law. All fees are non-refundable.
5. Tree Permits are valid for the time period indicated, up to a maximum of twelve (12) months from the date the Permit was issued. The request for a renewal of an application must be made in writing at least 30 days prior to the expiry of the Permit; otherwise a new application must be submitted.
6. A Tree Permit is not transferable to another site.
7. Any false or misleading statement made on this application will render null and void any permission granted.
8. The issuance of a Tree Permit does not relieve the Owner from any responsibility to obtain all other approvals that may be required by any level of government or authority having jurisdiction.

FREEDOM OF INFORMATION

Personal information contained in this form is collected pursuant to the *Municipal Act, 2001* and the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used for the purpose of reviewing this Tree Permit application. All names, addresses, and information collected will be made available for public disclosure. Questions regarding this collection should be forwarded to George Wallace, Director, Planning & Development Department, 216 Ontario Street, Kingston, Ontario, K7L 2Z3, or by telephoning (613)546-4291, ext. 3252.

OWNER'S AUTHORIZATION *(If an Agent is used)*

The Owner must complete this section. For more than one Owner, a separate authorization form for each individual or corporation is required. Attach an additional page(s) in the same format as this authorization, if necessary.

I, _____, being the registered Owner of the subject lands, hereby authorize _____ to act as my agent and submit the above application to the City of Kingston.

Signature: _____

Date: _____

DECLARATION

The Owner must complete this section. For more than one Owner, a separate authorization form for each individual or corporation is required. Attach an additional page(s) in the same format as this authorization, if necessary.

I, _____, do solemnly declare that the information provided herein is true and accurate, and I hereby grant employees and agents of the City of Kingston permission to enter the subject lands to inspect the site on which the proposed work related to this application applies.

DATED AT Kingston, Ontario this _____ day of _____, 20____

Signature of Owner

Submit the application to the Planning & Development Department

Mailing Address: City of Kingston
Planning & Development Department
216 Ontario Street
KINGSTON, ON K7L 2Z3

Fax: 613-542-9965

In Person: 1211 John Counter Blvd.

PLEASE NOTE:

After inspection by Planning & Development staff, the application will be forwarded to the Public Works Department for review.

FOR OFFICE USE ONLY:

Permit Fee Received: _____

Official Plan Designation: _____

Zoning: _____

Current Planning Applications: _____

Natural Heritage Resources (consult with the CRCA):

Archaeological Resources (consult with Culture & Heritage Division):
