



## Private Tree Permit Application Checklist

### Items to be submitted with the Application to Remove a Private Tree(s)

- Accurately and fully completed permit application form
- Arborist Report
- Permit fee

Note – Permit applications will NOT be acceptable if all items are not fully and accurately provided

### Checklist for Arborist Reports

#### General Information

- Name, address, phone number and email of applicant and property owner
- Signature of Arborist, date of assessment, and date report was prepared
- Name and credentials of report Author
- Short biography of Arborist experience and qualifications
- Verification that all field work was conducted by a qualified Arborist as outlined by the City
- Proof of academic credential(s) (e.g copy of certificates, degree and or diploma, ISA Number etc)
- Clearly state the purpose of the report with respect to tree(s)
- Outline of proposed development (extent of site alteration)
- Written permission from joint owner if it is a shared tree

#### Tree Information

- Overview/description of the tree(s) requested for removal – including description of the structure and health; identifying significant insects, disease or fungi, notable defects or areas of concern; if there are no notable defects outline this as well
- Tree number (if applicable), common and Latin Names, Diameter at Breast Height in cm (DBH), condition rating (ISA standards dead, poor, fair, good or excellent) including a description of the condition
- Identify and address any endangered tree species (as per Ontario ESA 2007)
- If tree(s) are multi-stemmed, include information for all stems – NOTE multi-stemmed trees that are separated below 1.37m are considered individual trees

#### Observations and Recommendations

- Describe rational/justification for each tree removal
- Propose conservation alternatives to removing non-hazardous trees
- Discuss tree protection and preservation options/methods for trees that will be affected by site development
- Describe tree planting replacement plan
- Acknowledge home owners wishes to not replant on their property and for the City to plant tree(s) on City owned lands as outlined in the Private Tree Preservation By-law