



Private Property Tree Removal Application Form

This is not a permit. Before completing this application form, please go through the questions below to ensure you require a Private Property Tree Removal Permit before applying.

| Answer the following questions | If no, please proceed to the next question | If YES... |
|---|--|---|
| Is your tree dead or dying? | No | <p style="text-align: center;">If yes, continue to complete this application</p> <p>Please send the following to customer service: Name, Address, 2 pictures of the tree with reference to a structure on the property and site plan or sketch of the property showing the location of all tree(s) within the property. The town will review pictures and issue permit when approved.</p> |
| Are you only cutting branches? | No | <p style="text-align: center;">If yes, do not complete this application</p> <p style="text-align: center;">If you intend to remove less than 25% of the crown, no permit is required</p> <p>No permit is required for pruning of a tree. Remember that no more than 25% of the overall living canopy should be removed in a single growing season. Please review the branch cutting diagrams at the end of this page for more information.</p> |
| Is the Diameter of the tree at 1.4 meters less than 20 cm? | No | <p style="text-align: center;">If yes, do not complete this application form.</p> <p>Refer to term 'Diameter' at 1.4 meters in the Definition section. Trees under 20 cm in diameter do not require a Tree Permit.</p> |
| Was the tree critically damaged in the last 48 hours | No | <p>If yes, email 2 photo's, name and address to customer service and town staff will email approval to remove the tree</p> |
| Do you feel that your tree is unsafe and consider it to be a hazard | No | <p>If yes, please continue to fill out this application. An arborist report will be required stating why the tree is considered a hazard. No fees or replacement is required if approved.</p> |

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| Answer the following questions | If no, please proceed to the next question | If YES... |
|--|--|--|
| Is the tree located on the boundary with your neighbour? | No | If yes, complete this application form. Please note that the adjacent property owner MUST sign a declaration to give permission for the application. |
| Is this tree removal related to a pool/driveway or building permit? | No | If yes, continue to fill out the application. |
| Is the tree(s) located in a woodland or woodlot? | No | If yes, please contact York Region. Woodlots over 0.2 hectares are managed by York Region . Please view their website for more information. |
| Is this application related to a Site Plan Control or Subdivision Approval? | No | If yes, do not complete this application form. Please contact the Planning department at planning@newmarket.ca or call 905-953-5321 ex. 2450 |
| Are any of the trees being applied for located on the town road allowance/town property? | No | If yes, please refer to the Municipal Town-Owned Tree Removal Application Form |
| Is this tree causing property damage? | No | If yes, continue to fill out this application and attach an engineering report In conjunction with other documentation what damage has occurred. |
| Is the tree(s) located in a woodland or woodlot? | No | If yes, please contact York Region. Woodlots over 0.2 hectares are managed by York Region . Please view their website for more information. |
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| Is this tree causing property damage? | No | If yes, continue to fill out this application and attach an engineering report In conjunction with other documentation what damage has occurred. |

Private Tree Property Tree Removal Application Information

1. This is not a permit. Removal of one (1) tree or more each of a diameter of 20 cm or greater on private property before receiving an approved permit will put you in contravention of the Private Tree Protection By-law 2022-10.
2. Please make sure you have read and understand the Private Tree Protection By-law in its entirety before completing this application.
3. If this application is signed by an applicant or agent other than the owner, written authorization of the owner is required (see Page 6)
4. Provide a copy of plans or drawings of the property showing the location of trees to be removed and those being preserved. If replanting is required, please provide the approximate location(s) of the replacement trees to be included in the same map.
5. Where applicable provide a completed Arborist report as defined.
6. Provide two photos of the tree showing the overall shape of the tree and landscape references such for property identification.
7. Send this completed application form, along with the appropriate accompanying documents to info@newmarket.ca
8. **For A DEAD OR DYING TREE APPLICATIONS ONLY:**
 - a. If you are applying for a tree that is dead or dying, please email applications to: info@newmarket.ca.
 - b. Please include a site plan of where the trees are located on the property and two (2) pictures of each tree being removed with clear reference of the property such as a building/structure.

Collection of Personal Information

The personal information on this form is collected under By-law 2022-10 and will be used for the purposes of this application only. This application may contain personal information as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is collected under By-law 2022-10. This information will be used to process this application and for administrative purposes related to this by-law. Questions related to the collection of this information should be directed to Parks and Property Services, 1275 Maple Hill Court, Newmarket, ON, L3Y 9E8.



Private Property Tree Removal Application Form

Residential Applicant/Agent Information (Please Print Clearly)

Applicant

Property Address (Include 911 numbers for rural location):

Street number and name

City/Town

Postal Code

Email

Telephone (home)

Telephone (work/mobile)

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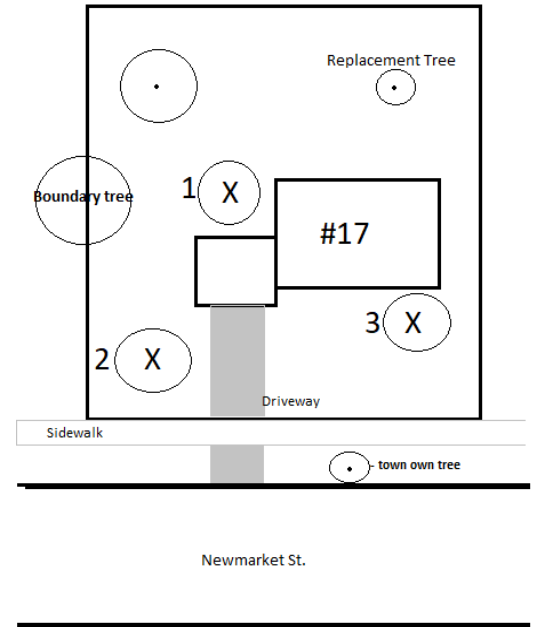
Trees for Removal

Please fill out the chart below and include an aerial sketch of the area you are looking to remove the trees.

Your detailed sketch must include the following approximations (please see the detailed example below for more information).

- Property lines
- Street(s) Driveway
- All Buildings
- All Trees
- A tree numbering for each tree
- that is proposed to be removed. Mark each tree with an X on the sketch.
- Identify all shared trees on adjacent properties
- Replacement tree(s)(if applicable)

Example Sketch : 17 Newmarket St.



| Tree Number | Tree Species | Diameter of tree measured at 1.4m above the ground | Reason for removal | Condition/Health of the Tree Good/Fair/Poor/Dead |
|-------------|--------------|--|--------------------|---|
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Private Property Tree Removal Application Form

Declarations

Declaration of Registered Property Owner* (*Allowing town Staff enter property*) where any part of a tree is located on an adjacent property, a Private Tree Permit Application shall include the written permission of the adjacent property owner below.

I _____ Certify that:
(Print Name)

I/we have read and understand the attached information sheet and I am/we are aware of the permit procedures required under the provisions of the Private Tree Protection By-law 2022-10. I/we hereby certify that the information and plans provided are correct and truly indicate my/our intentions respecting the proposed work. In submitting this application, I/we consent and agree to allow Town of Newmarket employees to enter onto the property for the purposes of conducting any inspections required.

Signature of registered property owner

Date (dd/mm/yyyy)

Declaration of Authorized Agent - where any part of a tree is located on an adjacent property, a Permit Application shall include the written permission of the adjacent property owner.

I _____ Certify that:
(Print Name)

I/we have read and understand the attached information sheet and I am/we are aware of the permit procedures required under the provisions of the Private Tree Protection By-law 2022-10. I/we hereby certify that the information and plans provided are correct and truly indicate my/our intentions respecting the proposed work. In submitting this application, I/we consent and agree to allow Town of Newmarket employees to enter onto the property for the purposes of conducting any inspections required

Signature of applicant

Date (dd/mm/yyyy)

Declaration of Adjacent Property Owner (if applicable) - where any part of a tree is located on an adjacent property, a Permit Application shall include the written permission of the adjacent property owner.



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I _____ Certify that:
(Print Name)

I/we have read and understand the attached information sheet and I am/we are aware of the permit procedures required under the provisions of the Private Tree Protection By-law 2022-10. I/we hereby consent to the injury or destruction of the tree(s) shown on the plan above and I/we hereby consent and agree to allow town of Newmarket employees to enter onto my/our property for the purposes of conducting any inspections required.

Signature of adjacent property owner

Date (dd/mm/yyyy)

Declaration of Authorized Agent* that statements of this report are true and accurate.

I _____,
(Print Name)

A Certified Arborist have reviewed the finding contained within this report has accurately reflect the conditions of the tree(s) found in this report and is keeping with the International Standards of Arboriculture (ISA) good work practices.

Signature of Arborist

Date (dd/mm/yyyy)

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Definitions

Qualified Tree Expert (Arborist)

A person who has graduated from an accredited college or university with a diploma in Urban Forestry, Arboriculture or the equivalent and satisfies at least one of the following requirements.
(i) is certified either by the Ontario Training and Adjustment Board or the International Society of Arboriculture.

Diameter at 1.4 metres - Diameter At Breast Height (DBH)

The measurement of the diameter of the trunk of a Tree at a height of 1.4 metres above the existing ground adjoining its base or where there are multiple stems, the total of the diameters of the stems at 1.4 metres

Dead, Dying or Diseased Tree

A tree with no living tissue, a tree where seventy (70) percent or more of its crown is dead or a tree infected by a lethal pathogen, as certified by a Qualified Tree Expert.

Hazard Tree

A tree that has a structural defect that makes it likely to fail in whole or in part.

Private Tree Permit

A permit issued under the Private Tree Protection By-law 2022-10.

Property Damage

Applies to trees within 2m of an occupied building, where a Tree is causing or will in the near future cause structural damage that cannot be mitigated other than by cutting or removing the protected Tree, as certified by a Professional Engineer and/or Building Inspector and final sign off by the Director.

Tree

Includes all woody vegetation, which at maturity, will reach a height of at least 4.5 m.

Pruning

Is defined as a technique that consists of trimming, reducing or cutting out branches, twigs, shoots and roots in order to improve the tree structure. No persons shall remove more 25% of the overall living canopy in a single growing season.

Arborist Report

A detailed description of a Tree or Trees written by an Arborist that establishes the existing condition of a Tree with information such as species, location, size, condition, structural integrity, health (disease), infestations and vigour, and may consider compensation and/or security values and tree protection requirements.

Boundary tree

A Tree where any part of whose trunk is growing across one or more property lines.

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Replacement Tree Planting Plan

A plan illustrating the location of Trees to be replanted.

Boundary Tree

A tree, of which any part of the trunk is growing across one or more property lines.

Replacement tree

A nursery stock used to replace a tree, being deciduous nursery stock with a minimum caliper of fifty (60) mm measured no less than fifteen (15) cm above ground level, or coniferous nursery stock no less than two hundred (200) cm in height as measured from ground level to midway between the tip of the leader.

Emergency tree work

Means work on a tree that is needed to remove an immediate danger that could injure someone or cause damage property.

Critical Tree

A tree that has sustain significant injury the last 48 hours that poses a threat to human life or property.

Woodlot

Land at least 0.2 hectares up to 1 hectare in area with at least:

- (i) 200 trees, of any size, per 0.2 to 0.99 hectares;
- (ii) 150 trees, measuring over 5 (five) centimetres DBH, per 0.2 to 0.99 hectares;
- (iii) 100 trees, measuring over twelve (12) centimetres DBH, per 0.2 to 0.99 hectares; or
- (iv) 50 trees, measuring over twenty (20) centimetres DBH, per 0.2 to 0.99 hectares

but does not include a nursery, a cultivated fruit or nut orchard, or a plantation established for the purpose of producing Christmas trees or nursery stock.

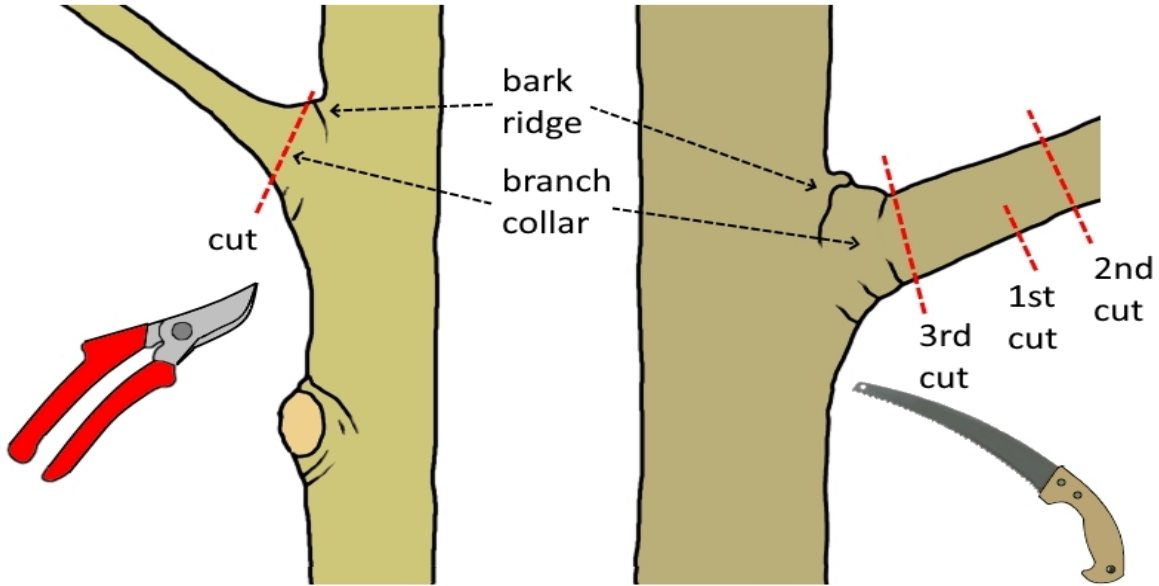
Officer

A person designated by The Corporation of the town of Newmarket for the enforcement of this By-law and includes but is not limited to the Tree Preservation By-law Technical Coordinator, any duly appointed Municipal Law Enforcement Officer, any police officer or any other person authorized to enforce or perform inspections pursuant to this by-law.

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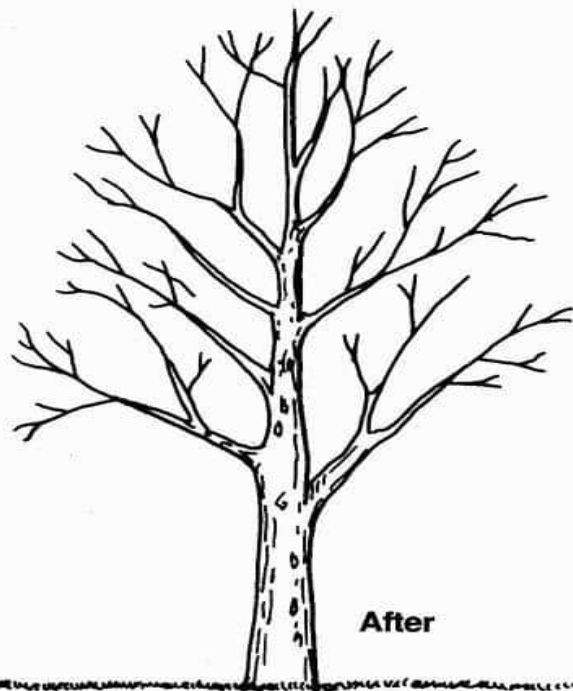
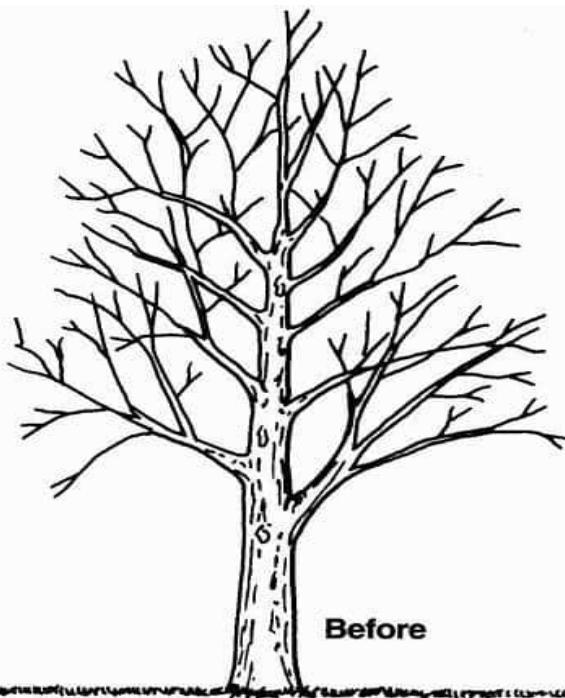
Branch Cutting Diagrams

Pruning Off Branches Correctly - Don't Cut Into the Branch Collar



Removing thin branch with secateurs or loppers

Removing thick branch with pruning saw



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