



THE CORPORATION OF THE TOWN OF COLLINGWOOD PERMIT TO DESTROY TREES BY-LAW 2012-084 - 2019

TO: The Corporation of the Town of Collingwood  
P.O. Box 157, Collingwood, ON L9Y3Z5  
C/o Planning Services  
55 Ste. Marie Street, Unit 302, Collingwood, ON

FILE NO.: P11 \_\_\_\_\_  
(Municipality Use)

Project Name: \_\_\_\_\_

**APPLICATION FOR A PERMIT - Schedule "A" is to accompany the tree cutting application**

An Owner who applies for a Permit shall submit the following:

1. A completed Application including all information set out herein.
2. Payment of the required fees in accordance with the Town of Collingwood Fees and
3. Service Charges By-law, as amended Unless the Planning Director has determined a report is not necessary, the applicant shall submit a report prepared by a landscape architect or a qualified forestry consultant in accordance with Schedule 'A' of By-law 2012-084, that will form part of the Application, and which will provide a general visual assessment and categorization of the existing trees, set forth the reasons for the proposed destruction of the trees(s), shall confirm that the endangered, threatened or at risk species are not present, and shall include recommendations for preservation and protection of any trees to be retained.

- 0.5 (1.24 acres) to 2 ha (4.94 acres) \$1,530.00  
(\$770.00 Flat fee plus \$760.00 contingency fee)
- Greater than 2 ha \$1,800.00  
(\$1,040.00 flat fee plus \$760.00 contingency fee)
- Within an Environmental Policy Area, Conservation Area, or Recreation Area \$2,600.00  
(\$1,560.00 flat fee plus \$1,040.00 contingency fee)

***The Owner/Applicant Agent acknowledges and agrees:***

That all required application fees shall be paid in cash or by cheque made payable to the Town of Collingwood at the time of submission of the application. In the event that all fees are not paid in full at the time of submission the application shall be deemed incomplete. Our flat fee is non-refundable and payable upon submission of the application. Contingency fees will be utilized to cover costs associated with this application when deemed necessary by the Town of Collingwood, i.e. professional consultants and legal advice. Any portion of the contingency fee not used in connection with the review and completion of an application will be returned. The applicant further agrees to pay any additional costs and expenses beyond the initial contingency fee, which shall be determined by staff of the Corporation of the Town of Collingwood in the event that the amount of the initial contingency fee taken is insufficient. The above application fees have been adopted and approved under By-law No. 2018-090 by the Council of the Town of Collingwood

**Be Aware** that the Nottawasaga Valley Conservation Authority (NVCA) and the Grey Sauble Conservation Authority (GSCA) apply additional fees to planning applications. Contact the NVCA directly at 1-705-424-1479 or GSCA 1-519-376-3076 for information related to their respective fee submission(s) and application(s).

**TO BE COMPLETED BY APPLICANT:**

Project Address: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_



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Legal Description: \_\_\_\_\_

Assessment Roll #: \_\_\_\_\_ PIN (Property Identifier No.): \_\_\_\_\_

Registered Owner & Contact Information (s): \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Land Line: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Give a detailed description of work applied for and the reason for the removal;

\_\_\_\_\_  
\_\_\_\_\_

**1. Information on Property and Trees/Woodlands**

Attach proper drawings and survey showing:

- Limits of land owner's property and dimensions
- Adjacent roads
- Man-made features on the property such as fence lines, rail lines, and any buildings
- Location of Proposed Silt Fence (soil erosion practice)
- Reseeding to take place (i.e. Hydro-seed)
- Natural features such as streams, wetlands and slopes
- Location, extent and size of woodlands where trees are to be destroyed
- Location and size of trees to be protected and retained
- Proposed location of replacement trees
- Tree Preservation and Protection Plans may be required. Please find Schedule "A" By-law 2012-084 attached here if required.

**Describe the trees to be destroyed:**

- Approximate number

\_\_\_\_\_

- Species type (botanical name, common name)

\_\_\_\_\_

- Size (Diameter at Breast Height)

\_\_\_\_\_

- Approximate age

\_\_\_\_\_

- Location on property (as shown on drawing)

\_\_\_\_\_

Are the subject lands a woodland as defined by Tree by-law 2012-084

- No
- Yes

**2. Official Plan Designation(s)**

\_\_\_\_\_

**3. Time Period**

\_\_\_\_\_



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Does this timeline comply with the Migratory Bird Act? \_\_\_\_\_

- No
 Yes

4. Has the Ministry of Natural Resources or a forestry consultant marked the tree/woodland for destruction?

- No
 Yes

5. Concurrent Applications

Type (Planning, Fill, Municipal Services, Sign Permit, Department of Fisheries, Ministry of Transportation)

6. Please have regard that, at a minimum, the following conditions will form part of the permit:

- 1. The unnecessary destruction of any tree not authorized by this permit is hereby prohibited.
2. This permit shall be null and void in the event that the destruction of trees not authorized by this permit occurs.
3. Upon completion of the removal and/or harvesting of destroyed trees, specified trees shall be replanted in accordance with replanting plans approved by the Director.
4. All requirements of a Tree Preservation and Protection Plan, as approved by a forestry consultant and as approved by the Director, shall be complied with.
5. The destruction of trees and any required clean-up or re-planting plans authorized or required by this permit shall be complied with on or before the expiration of this permit.
6. This permit shall be null and void if the work or a portion of the work authorized by this permit is undertaken by a Tree Cutting contractor other than that indicated on the application to Destroy Trees.
7. The perimeter of the cutting area shall be secured by the installation of a 1.2 metre high temporary fence, eliminating unauthorized access to the site.
8. All cut trees and associated stumps shall be logged, chipped, or removed from the site and managed and disposed of, where necessary at a certified landfill site in accordance to good forestry practices.
9. That a temporary access/driveway permit be obtained (if required) from the Manager of Engineering Services prior to all works being undertaken.

Certification of Forestry Consultant

I \_\_\_\_\_ am a \_\_\_\_\_,

which is defined as a forestry consultant in this By-law. I do hereby certify that the destruction of trees detailed on this application constitutes good forest practices as defined by this By-law.



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Land Line: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Written authorization from all registered owners must accompany the application. If the owner/applicant is a corporation acting without an agent or solicitor, an officer of the corporation and the corporation itself must sign the application. The Corporation's seal (if any) must also be affixed to the application.

**STATUTORY DECLARATION OF APPLICANT/AGENT**

Note: The applicant must be the owner of the lands. If there are multiple owners, only one owner shall be considered the applicant and the other owners must complete the owner's authorization form.

I \_\_\_\_\_ solemnly declare that all the statements contained in this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED before me at the of \_\_\_\_\_ of \_\_\_\_\_  
(City or Town) (Which City or Town)

in the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ (Region or County)  
(Which Region or County)

day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner/Applicant/Agent

\_\_\_\_\_  
Signature of Commissioner

**OWNERS AUTHORIZATION FOR AGENT**

I/we \_\_\_\_\_ authorize \_\_\_\_\_

to act as our agent(s) for the purpose of this application.

Signature of Owner \_\_\_\_\_

DATED at the \_\_\_\_\_ of \_\_\_\_\_, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**OWNERS AUTHORIZATION FOR ACCESS**

I/we, \_\_\_\_\_, of the \_\_\_\_\_

of \_\_\_\_\_ in the \_\_\_\_\_

hereby permit Town staff and its representatives to enter upon the premises during regular business hours for the purpose of performing inspections of the subject property.

(To accompany the tree cutting application)

**Schedule 'A' from By-Law No. 2012-084**

**Tree Preservation and Protection Plans**

**General.**

The conditions required from developers for the protection of trees within Tree Protection Zones (TPZ) are stated herein. Areas of tree protection may include lands designated Environmental Protection, Recreation, Rural or identified buffer areas, trees listed as endangered, threatened or at risk species, hedgerows, watercourses and embankments, tree canopies and roots extending from adjacent properties, or any other area identified in the planning review and approval process or deemed appropriate by the municipality.

These specifications are to be read in conjunction with the Development Standards Manual. The following describes the municipal approval process for tree protection and shall be noted on the construction drawings:

- A general visual assessment of the existing trees or vegetation communities on the property will be prepared by a landscape architect or qualified forestry consultant, providing a general description of the species composition, size and condition, and confirming that endangered, threatened, or at risk species are not present.
- If tree preservation is required, an arborist assessment report and detailed tree inventory shall be prepared, identifying existing trees to be preserved with 150mm cal. DBH or greater within or directly adjacent to the development, complete with their species, DBH, canopy dripline, general health, and recommendations. On larger development sites, the inventory and assessment can be limited to trees 150mm cal. DBH or greater within 10m from the edge of the proposed limit of work or TPZ. The assessment report and inventory shall be prepared by a qualified forestry consultant and shall make recommendations on protection measures required to preserve trees during construction and the removal of hazard trees within protection areas.
- Tree preservation and protection plans for construction purposes shall be prepared by a landscape architect, and shall reflect the recommendations of a qualified forestry consultant provided in the assessment report. Such plans and drawings shall conform to all relevant specifications and requirements of the municipality and shall be coordinated and inform the work of other design professionals with respect to grading, servicing, utilities, and any other proposed works which may adversely affect the trees designated for preservation.
- The boundaries for TPZ are to be staked or marked on site by a landscape architect, qualified forestry consultant, or surveyor.
- Prior to any tree removals, clearing or grubbing operations, the Owner's landscape architect or qualified forestry consultant and municipal staff will review the staked tree protection limit and adjust it, where appropriate, to reflect driplines (canopies) of trees extending beyond the surveyed line.
- Hazard trees (defined as trees that are likely to fail and may pose a threat to adjacent private or public property) or hazard limbs within the tree protection limits, will be identified by the Town for removal or pruning by the Developer.
- Tree protection fencing shall be erected in approved locations and shall be approved formally by the Town prior to commencing any tree removal, clearing or grubbing operations, unless alternate measures are approved by the Director.
- After tree removals and prior to the issuance of the underground certificate, the Town will re-inspect the tree preservation areas. Any additional tree removals or tree pruning will be identified and executed by the Developer.
- All tree protection fencing shall be maintained in effective condition throughout the remaining project, and shall not be removed until the completion of landscape installation.

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- An assessment report and tree inventory shall be required, identifying the health of the trees to be saved or removed, identifying protection measures required to preserve trees during construction, and providing recommendation on hazard tree removal within protection areas. Existing trees to be inventoried within and directly adjacent to the development are to be identified by species, size and general health as determined by a qualified forestry consultant.
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**By-law No. 2012-084**  
**Schedule 'A'**

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