



## APPLICATION FOR TREE CONSERVATION PERMIT

Development & Housing Approvals  
200 King Street West, 6<sup>th</sup> Floor  
Kitchener ON N2G 4V6  
519-741-2426; [planning@kitchener.ca](mailto:planning@kitchener.ca)

### COMPLETENESS OF THIS APPLICATION

The information requested by this application form must be provided by the applicant and will be used to process the request. In order to avoid delays in processing this application form please ensure that all relevant information is accurately provided. If the information, including copies of the required plans and the applicable fees are not provided, the City may return the application or refuse to give the application further consideration. It is recommended that prior to completing the application, the applicant review the [Tree Conservation By-law](#) and consult with the appropriate municipal staff.

### APPLICATION FEES

A tree conservation permit will remain in effect for 90 calendar days from the date of issuance. The completed application form must be accompanied by cash or cheque (payable to the City of Kitchener), for the prescribed fees noted below:

- ☐ Tree Conservation Permit - **\$147.00** - *or*
- ☐ Tree Conservation Permit with Revisions - **\$76.00** - *or*
- ☐ Tree Conservation Permit Renewal - **\$76.00**  
(if permit is renewed 30 calendar days before the original expiry date)

### SUBMISSION REQUIREMENTS

An application for a Tree Conservation Permit will only be considered complete when all of the following items have been provided:

- ☐ Two copies of completed application form
- ☐ Two copies of a detailed plan or survey of the subject lands showing all items required below
- ☐ If required, written consent from adjacent property owner where the base of a tree straddles the property line
- ☐ Prescribed fee

### PLANS

Plans must be drawn on a single sheet, to scale with all measurements in metric units and include:

- Property boundaries;
- Location and dimensions of existing and proposed buildings;
- Location and dimensions of roadways, driveways and parking areas;
- Any and all significant features of the lands including but not limited to rivers, streams, steep slopes (greater than 20%), wetlands or environmentally regulated areas;
- Location and dimensions of the trees proposed to be injured and/or retained;
- In the instance where the base of a tree to be removed straddles a property line, the written consent of the adjacent property owner is required (see Page 2 'Tree Removal Consent Form').



## TREE REMOVAL CONSENT FORM

### PROPERTY OWNER

Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_ Extension: \_\_\_\_\_

Street Address: \_\_\_\_\_ Email: \_\_\_\_\_

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

I, \_\_\_\_\_, hereby give my consent for the tree(s) identified in Table 1 below,  
located at \_\_\_\_\_, to be removed.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**Table 1 – Trees to be Removed**

| Tree # as identified on detailed plan/survey | Species | Diameter at Breast Height DBH (cm) | Height (m) | Canopy Radius (m) | Condition/Health |
|----------------------------------------------|---------|------------------------------------|------------|-------------------|------------------|
|                                              |         |                                    |            |                   |                  |
|                                              |         |                                    |            |                   |                  |
|                                              |         |                                    |            |                   |                  |
|                                              |         |                                    |            |                   |                  |
|                                              |         |                                    |            |                   |                  |



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## STAFF USE ONLY

| Date Received: | Deemed Complete By: | Application Type:                                                                               | Fees Paid: |
|----------------|---------------------|-------------------------------------------------------------------------------------------------|------------|
|                |                     | <input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Renewal | \$         |

### 1. REGISTERED OWNER

Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
 Company (if applicable): \_\_\_\_\_ Extension: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### 2. APPLICANT (if other than registered owner)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Company (if applicable): \_\_\_\_\_ Extension: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### 3. LOCATION OF SUBJECT LANDS – TREES

- a) Municipal address of property subject to application: \_\_\_\_\_  
 b) Legal description of subject property (include lot & registered plan number and parts on reference plan):  
 \_\_\_\_\_  
 c) Assessment Roll Number: \_\_\_\_\_  
 d) Lot Area (m<sup>2</sup>): \_\_\_\_\_  
 \_\_\_\_\_

### 4. TREE REMOVAL

- a) Reason why tree(s) are being removed:
- ☐ Trees are dead, dying or diseased (if all trees are considered dead, dying or hazardous – consult with the Director of Planning to determine if a permit is required)
  - ☐ Trees interfere with development of property
  - ☐ Trees interfere with utilities, foundation or dwelling
  - ☐ Other (describe): \_\_\_\_\_
- b) Please provide the number and species of trees being removed: \_\_\_\_\_  
 or wooded area (in hectares) \_\_\_\_\_
- c) Are any trees located in whole or in part on adjacent property? Yes ☐ No ☐  
 If yes, have you attached written authorization from the neighbouring property owner consenting to the removal of the trees? Yes ☐ No ☐

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**5. CURRENT SITE CONDITIONS**

a) Does the subject property contain one or more woodland as defined below? Yes ☐ No ☐

'Woodland ' is defined as any area which as a minimum of:

- 1,000 trees of any size, per hectare, calculated in proportion to the actual area of the woodland;
- 750 trees with a diameter breast height of over five (5) centimetres, per hectare, calculated in proportion to the actual area of the woodland;
- 500 trees with a diameter breast height of over twelve (12) centimetres, per hectare, calculated in proportion to the actual area of the woodland; or,
- 250 trees with a diameter breast height of over twenty (20) centimetres, per hectare, calculated in proportion to the actual area of the woodland

b) Is the property enrolled in a Conservation Land Tax Program? Yes ☐ No ☐

c) Is the property enrolled in a Managed Forest Tax Incentive Program? Yes ☐ No ☐

**6. AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION**

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner is required, as below:

I, \_\_\_\_\_, the registered owner of the property that is the subject of this application, hereby authorize \_\_\_\_\_ to make this application on my behalf.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**7. APPLICANT CERTIFICATION**

I, \_\_\_\_\_, solemnly declare that the information contained in this application is true and correct, and acknowledge that the City of Kitchener will process the application based on the information provided.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_