

## TREE OR VEGETATION REMOVAL

SUPPLEMENTAL FORM TO PERMIT OR VOLUNTARY PROJECT REVIEW APPLICATION - April 2023

### PART 1: GENERAL INFORMATION

#### PURPOSE OF THIS APPLICATION:

1. This form is to be used by proponents or consultants undertaking tree and/or vegetation removals within TRCA regulated areas as part of a permit or voluntary project review application.
2. For TRCA to properly facilitate staff clearance of a tree and vegetation removal plan, the permit or VPR application must have been submitted and reviewed by TRCA staff, and staff must be able to confirm the area of proposed tree removals align with the required area of disturbance. The area of removals cannot exceed the area of agreed to disturbance.
3. It is recommended that for applicants requesting such clearance, that a pre-application consultation be requested for all applications. These consultations are conducted virtually. Send your request to: [InfrastructurePlanningPermits@trca.ca](mailto:InfrastructurePlanningPermits@trca.ca)

#### NEED ASSISTANCE?

1. Should you need assistance in completing this application form or confirming submission requirements, please send your enquiry to: [InfrastructurePlanningPermits@trca.ca](mailto:InfrastructurePlanningPermits@trca.ca)
2. A planner or administrator will respond to you within one business day (24 hours)

### PART 2: APPLICANT INFORMATION - ALL INFORMATION BELOW IS MANDATORY

#### PROPONENT DETAILS

Main Contact:			
Organization:			
Mailing Address:			
City:		Postal Code:	
Phone No.:		E-mail:	

#### CONSULTANT DETAILS

Main Contact:			
Company Name:			
Mailing Address:			
City:		Postal Code:	
Phone No.:		E-mail:	

**Note:** Correspondence will be sent to the Proponent and copied to the Consultant

## PART 3: PROJECT INFORMATION - ALL INFORMATION BELOW IS MANDATORY

### PROJECT NAME AND LOCATION

Project Name:

Project Location or Address:

Nearest Major Intersection:

Municipality:

**A site map showing the location is attached.**

☐ **Yes\*** (required) ☐ **No** (application will be deemed incomplete)

UTM Coordinates (if known):

### TREE AND/OR VEGETATION REMOVAL SCREENING CATEGORY

Please check the applicable category for this application:

- ☐ I am undertaking forestry maintenance activities in existing corridors or access routes, beyond limits of wetland, watercourse, or valley (steep slopes).
- ☐ I am undertaking works in advance of a larger project to conform with the general breeding bird timing window from April 1 to August 31.
- ☐ None of the above (**do not proceed - please apply for a [New Permit or VPR for this Project](#)**)

For all locations on this application, please confirm the following:

- ☐ I confirm that no grubbing will occur as related to the tree or vegetation removals, or to access to the removal area.
- ☐ I confirm that no soil stripping will occur as related to the tree or vegetation removals, or to access to the removal area.
- ☐ I confirm that no grading or filling will occur as related to the tree or vegetation removals, or to access to the removal area.

**\*All must be checked to proceed – if not, please apply for [New Permit or VPR for this Project](#)**

Have you conducted any pre-application consultation with a Planner at TRCA to determine site constraints and technical requirements for a “complete” application? (A pre-application consultation may be in the form of a phone conversation, a meeting, email messages, or site visit)

☐ No ☐ Yes

**IF YES, NAME OF PLANNER:** \_\_\_\_\_ **CFN (If known)** \_\_\_\_\_

Does a municipal Tree By-law apply to this project?

☐ **No** ☐ **Yes**

If yes, have you submitted an application to the municipality?

☐ **No** ☐ **Yes**

## PROJECT DETAILS

Description of / rationale for proposed tree and/or vegetation removals:

Is this project related to a current permit/VPR?

- ☐ No (maintenance only)    ☐ Yes - What is the TRCA CFN Number? \_\_\_\_\_  
☐ No (other):

## PART 4: SUBMISSION REQUIREMENTS - ALL INFORMATION BELOW IS MANDATORY

### SUBMISSION REQUIREMENTS

1. All applications must be deemed “complete” with technical supportive documents before the review proceeds. TRCA clearance letters for tree or vegetation removals will not be issued in advance of complete applications and fee receipt.
2. Submit your completed application and supporting documents to:
  - a. **If you have previously consulted with a planner** about this project, application submissions can be made directly to that planner via email, or
  - b. **If you have not consulted with a planner**, application inquiries can be made through the IPP general inbox of phone line of [InfrastructurePlanningPermits@trca.ca](mailto:InfrastructurePlanningPermits@trca.ca) or 416-667-6280. Complete applications can be submitted to [InfrastructurePlanningPermits@trca.ca](mailto:InfrastructurePlanningPermits@trca.ca).
3. All materials are to be submitted in digital form only:
  - a. Ensure all materials are submitted in unlocked, PDF format
  - b. Drawings to be pre-scaled to print on 11”x17” pages
  - c. Materials submitted through e-mail must be less than 5 MB
  - d. Materials submitted through a file transfer protocol (FTP) site must be posted a minimum of two weeks
4. Submission requirements are detailed in [the TRCA Planning and Development Procedural Manual](#), and the [Infrastructure Planning and Permits section of the TRCA website](#). Please note that additional information may be required depending on project scope.
5. Submissions should include a detailed set of engineered plans (i.e., between 60 to 100% design) that align with the areas for removal as per the submitted permit or VPR application.
6. Tree or vegetation removal applications must include detailed drawings and reports that match the agreed to area of disturbance.
7. The planner will advise if any additional information is required once project review has commenced.

## PAYMENT INFORMATION

1. Clearance letter fees are required for each location as noted on the [TRCA Administrative Fee Schedule for Environmental Assessment and Infrastructure Permitting Services](#) (Fee Schedule), as may be amended.
2. At the discretion of TRCA staff, some sites may be combined, and the required application fee thereby reduced.
3. TRCA will confirm fees and if required, invoice required fees within 5 business days of receipt of the application.
4. Additional fees also apply to requests for additional meetings or site visits, also as prescribed in the Fee Schedule. A separate invoice will be provided within 5 business days of confirmation.

### Payment to be made by:

☐ Proponent      ☐ Consultant      ☐ Service Level Agreement

### Payment Details:

1. Payments can be made by cheque, credit card or electronic fund transfer (EFT). TRCA contact information and payment details will be provided on the invoice.
2. The invoice number, assigned planner's name, and the permit central file number (CFN) are required for all payments to be processed.

## PART 5: AUTHORIZATIONS AND ACKNOWLEDGEMENTS - ALL INFORMATION BELOW IS MANDATORY

### GENERAL AUTHORIZATION

*By signing this application, authorization is given:*

1. *To TRCA staff, agents, representatives, or other persons as may be reasonably required by TRCA, in its opinion, to enter the premises without notice at reasonable times for the purpose of considering a request for a permit, inspecting, obtaining information, and/or monitoring any and all works, activities and/or construction pertaining to the property in addition to the works as approved under cover of any permit issued by TRCA, and to conduct all required discussions with the Proponent, their agents, consultants or representatives with respect to the works.*
2. *For the inclusion of permit and VPR conditions as per Appendix A: Approved Permit and VPR conditions, on the permit or VPR should approval be granted or issued, respectively. The permit or VPR letter holder also agrees to comply with the terms and conditions as imposed. For Infrastructure related permit or VPR applications, "Owner" references are the "Proponent".*
3. *Any false or misleading statement made on this application will render null and void any permission granted.*

**\* Signature from the Proponent is mandatory**

**\*Proponent's Signature:**

**Date:**

## PROPONENT AUTHORIZATION FOR A CONSULTANT TO ACT ON THEIR BEHALF

If this application is submitted by a Consultant on behalf of the Proponent, Authorization must be completed and signed by the Proponent. If the application has been prepared by a Consultant, such authorization should not be given until the application and its attachments have been examined by the Proponent.

By signing this section of the application I/we, the Proponent, \_\_\_\_\_  
(Proponent's Name) hereby authorize \_\_\_\_\_ (Consultant's Name) to provide  
as my Consultant any required authorizations or consents, to submit the enclosed application to the Toronto and  
Region Conservation Authority, and to appear on my behalf at any hearing(s) of the application and to provide any  
information or material required for the purposes of obtaining a permit in accordance with the requirements of the  
Conservation Authorities Act.

Dated at the City/Town of \_\_\_\_\_.

I/we also solemnly declare that to my best knowledge and belief, all the above information, plans and submissions to  
be true, valid, and current. I further accept the aforementioned inclusions, terms and conditions to be binding. My  
signature acknowledges the right to exercise binding authority.

**\*Signature or written authorization is mandatory to allow Consultant Authorization to proceed.**

**\*Proponent's Signature:**

**Date:**

## NOTICE OF COLLECTION

Pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, the personal information contained  
on this form is collected under the authority of the *Conservation Authorities Act*. This information is used to assess  
applications. Information submitted as part of this application may be disclosed to government and municipal  
agencies for review and comment, or to members of the public through the freedom of information process.  
Questions about the collection of information should be directed the information and privacy officer, at [Freedom of  
Information Request - Toronto and Region Conservation Authority \(TRCA\)](#). Any false or misleading statement made on  
this application will render null and void any permission granted.

I \_\_\_\_\_, the Proponent, of \_\_\_\_\_ (Print  
Name) (Corporation, if any) Solemnly declare that to my best knowledge and belief, all the above information, plans  
and submissions to be true, valid, and current. I further accept the aforementioned inclusions, terms and conditions to  
be binding. My signature acknowledges the right to exercise binding authority.

**\*Signature or written authorization from the Proponent is mandatory.**

**\*Proponent's Signature:**

**Date:**

**Consultant's Signature:**

**Date:**

## COMPLETE APPLICATION ACKNOWLEDGEMENT

I/we acknowledge that information provided in this application is complete and accurate. Further, I/we recognize that  
all fees must be paid prior to the release of the TRCA Tree and Vegetation Removals Clearance Letter.

**\*Signature or written authorization from the Proponent is mandatory.**

**\*Proponent's Signature:**

**Date:**

**Consultant's Signature:**

**Date:**