

# Municipal Town-Owned Tree Removal Application Form

## Application instructions

Application Number: \_\_\_\_\_

1. **This is not a permit.**
2. **Please include the following documents with your application form.** Incomplete application forms will not be processed. Depending on the nature of your application, you may be required to submit additional information. Please include with this application:
  - i. This complete Application Form
  - ii. Application Fee
  - iii. Map showing the location of the tree(s)
  - iv. Written consent from the property owner if the applicant is NOT the property owner
  - v. If the municipal tree is bordering two properties, written consent from the adjacent property owner must be provided
3. Typical processing time for applications is a maximum of 30 working days from the submission of a complete Application. The length of time to process the application may be impacted if additional information is required, multiple trees are being reviewed or the Municipal Tree Removal Application is to be reviewed in conjunction with other development applications. Incomplete applications will not be processed resulting in delays and will restart the process initiation time.
4. Municipal address must include street name and number. (911 numbers for rural location)
5. Submit this application and supporting documentation to the Municipal Offices, 395 Mulock Drive, Newmarket ON L3Y 4X7 or by email to [info@newmarket.ca](mailto:info@newmarket.ca). Once your application is submitted, please call the Town of Newmarket at 905-895-5193 to make a payment for the application. Applications will not be processed until payment is made.
6. Once the application has been approved, the Town of Newmarket will contact you to pick-up the permit and pay the appropriate compensation fees (if applicable) prior to receiving the permit.
  - a. Compensation fees are as follows:
    - i. 200% of the appraised value of each tree to be removed plus an administrative fee.
    - ii. The cost of the Town's contractor to remove each tree, as set out in the Fees and Charges By-law plus an administrative fee.
    - iii. The cost of the Town's contractor to remove the stump of each tree, as set out in the Fees and Charges By-law plus an administrative fee.

## Permit Review

The permit review will consider the following:

- All work must be in compliant with good arboricultural practices
- All work must be in compliant with the Town's Tree Protection policies and other standards as required by the Town
- All compensation fees for the removal be paid by the applicant.



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## 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

## Applicant/Agent Information (Please Print Clearly)

Municipal Property Address (Include 911 numbers for rural location):

Applicant / Agent Name:

Email:

Applicant is:

- Adjacent property owner       Arborist       Agent  
 Contractor       Property Owner       Other:

Note:

- If the applicant is NOT the property owner, written consent from the property owner is required.
- If the municipal tree is bordering two properties, written consent from the adjacent property owner is required.

Mailing Address:

\_\_\_\_\_  
Street number and name      City/Town      Postal Code

Telephone (home): \_\_\_\_\_ Telephone (work/mobile): \_\_\_\_\_

Name and phone number of Registered Homeowner (if different from applicant/agent name):

\_\_\_\_\_  
Name      Phone

Mailing Address of Homeowner (if different from above):

\_\_\_\_\_  
Street number and name      City/Town      Postal Code

Existing Land Use:

\_\_\_\_\_

Number of Trees that need to be removed: \_\_\_\_\_



# Municipal Town-Owned Tree Removal Application Form

Please specify the reason why trees are being injured or removed. (Select all that apply)

- Trees interfere with proposed construction
- Trees interfere with non-construction purposes
- Other (please specify): \_\_\_\_\_

### Application for a permit to:

Check the appropriate boxes and specific the tree(s) to be removed or injured.

Please state the total number of tree(s) included in the application:

Tree Number	Tree Species (if known)	Destroy or Injury (check one)		Diameter of tree measured at 1.4m above the ground

### Declaration

I hereby declare that the statements made by me upon this application are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent off this application and authorize Town of Newmarket staff to enter the property.

Signature of Applicant:

\_\_\_\_\_

Date:

\_\_\_\_\_

(dd/mm/yyyy)

Please Print Name:

\_\_\_\_\_



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Once the application has been approved, the Town of Newmarket will contact you and provide details on payment of the appropriate fees (if applicable).