



The Regional Municipality of Halton  
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 Oakville, ON, L6M 3L1

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 www.halton.ca

## SPECIAL COUNCIL PERMIT APPLICATION

### HALTON REGION TREE BY-LAW (BY-LAW 121-05)

Please read the instructions on the reverse side before completing this application. Attach separate pages if necessary

#### 1. APPLICANT INFORMATION (Please Print Clearly in Ink)

Registered Property Owner(s)		Agents/Person(s) in Charge of Cutting	
Name:		Name:	
Address:		Address:	
Town:	Postal:	Town:	Postal:
Tel: (    )	Fax: (    )	Tel: (    )	Fax: (    )
Name:		Name:	
Address:		Address:	
Town:	Postal:	Town:	Postal:
Tel: (    )	Fax: (    )	Tel: (    )	Fax: (    )

#### 2. PROPERTY LOCATION INFORMATION

Legal Description: Lot(s):	Concession(s):	Township / Municipality:
Civic Address:		Tax Roll Number:

#### 3. HARVEST INFORMATION – TO BE ATTACHED TO THIS APPLICATION AS A SEPARATE PACKAGE

In accordance with Section 7 and Schedule B of By-law 121-05, all of the following prescribed information is required in order to process this application. Please indicate whether the following is attached to this application:

	Attached?
1. Ariel photograph of property (1:10 000 or better).	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Map illustrating area of tree injury, destruction or removal on the subject property.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Reasons and justification for the injury, destruction or removal of trees.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Description on how the tree injury, destruction or removal activities are to be carried out.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Details of tree injury, destruction or removal on the subject property within the past 5 years	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Signed statement by a Registered Professional Forester (R.P.F.) on alternative locations for the proposed injury, destruction or removal of trees and the impact of the proposed activities on the sustainability of the remaining Greenlands and/or Woodlands.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. If the property is within the "Urban Area" a forest regeneration plan prepared by an R.P.F.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Names, addresses and telephone numbers of all Registered Professional Foresters and all Contractors involved.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. \$500 Special Council Permit Application Fee	<input type="checkbox"/> Yes <input type="checkbox"/> No

Anticipated Start Date (minimum 30 Days from submission):

Anticipated Completion Date:

#### 4. AUTHORIZATION

I hereby acknowledge that I have reviewed the contents and requirements of Halton Region By-law 121-05 (Region of Halton Tree By-law) and agree to conduct all harvesting operations in accordance with By-law 121-05 and/or any conditions or orders issued under it. I further agree that I will not undertake any harvesting activity until a Tree Harvesting Permit has been issued by the Regional Municipality of Halton. I also acknowledge that under the authority of this by-law and *the Municipal Act, 2001*, an appointed Officer of the Regional Municipality of Halton can enter the described property for the purposes ensuring compliance with By-law 121-05 and any conditions of a duly authorized permit.

Signature of Registered Property Owner	Date	Signature of Agent/Contractor	Date	
<b>OFFICE USE ONLY</b>	<b>Permit #</b>	<b>Date Received:</b>	<b>Date Approved:</b>	

## HALTON REGION TREE BY-LAW (BY-LAW (121-05))

*A By-law to Prohibit or Regulate the Destruction or Injuring of Trees in the Regional Municipality of Halton*

### SPECIAL COUNCIL PERMIT APPLICATION INSTRUCTIONS

Thank you for completing this application and for your contribution to ensuring that all tree harvesting activity in Halton Region adheres to good forestry practices. There are a number of personal-use exemptions and special requirements of Halton Region's Tree By-law and we encourage you to fully read and understand all its provisions and requirements before completing this application. Along with the By-law, additional information is available in the brochure **Promoting Good Forestry Practices: A Guide to Halton Region's Tree By-law** available at the Halton Regional Centre or from our website. We would be pleased to assist you if you have any questions or require any information about the Region's Tree By-law and your planned harvesting activities.

We strongly encourage you arrange a pre-consultation meeting with Region staff prior to completing this application. Staff are available to provide guidance on the Special Council Permit process and can arrange a meeting with all relevant parties to provide you the best advice. **IMPORTANT: Please note that no tree cutting can commence until a permit has been approved and issued.** Following these instructions will ensure your application is complete and may be processed in a timely manner. This application must be submitted a **minimum of 30 days** before the anticipated commencement of tree harvesting.

#### APPLICATION PACKAGE

This permit application and the accompanying \$500 fee are only one component of a complete application package for Special Council Permits. As prescribed in Section 7 and Schedule B of By-law 121-05, this application must be accompanied by information detailed in Part 3 of this permit application. As this information will be shared with Region staff and Council, we recommend the prescribed information be incorporated into a single un-bound report including all supporting mapping and aerial photography. The following report outline is intended as a guideline only:

#### SAMPLE PRESCRIBED INFORMATION REPORT OUTLINE:

1. **Introduction:** Brief introduction of proposal.
2. **Property Description:** Summary of property characteristics and surrounding land uses. Include mapping and aerial photograph.
3. **Area to be Harvested:** Map showing harvest areas and description of physical characteristics.
4. **Reasons & Justification:** Describe the necessity of the harvesting activity and why a Special Council Permit is sought.
5. **Description of Harvesting Techniques:** Include details such as silviculture techniques and equipment to be used.
6. **Registered Professional Forester Statement:** Incorporated into the document or as a separate statement, an R.P.F. must provide an opinion on alternative locations for the harvesting and assess the impact of all the harvesting activities on the sustainability of the remaining Greenlands/Woodlands both on site and off site.
7. **Urban Area Reforestation Plan:** If your property lies within the Halton Region "Urban Area", your application must be accompanied by a forest regeneration plan prepared by a Registered Professional Forester. "Urban Area" as defined in the Tree By-law means lands so designated in the Halton Region Official Plan and include areas that are currently within the urban areas of Halton Region or have been designated for future urban growth. If you are unsure as to whether your lands fall within the "Urban Area", please contact the Region.
8. **Contacts:** Page with the names, addresses and contact numbers of all parties (landowners(s), agents, contractors).

Please note that no Special Council Permit will be issued or considered that would have the effect of amending any part of the Halton Region Official Plan.

#### PART 4. AUTHORIZATION

Completion of this section in full is mandatory and if necessary, please attach separate letters of authorization if a number of parties will be responsible for the harvesting activity. This permit application is deemed to be a public document in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990.

#### QUESTIONS?

We're here to help. For questions on the Tree By-law, information on good forestry practices or inquiries about Halton Region's woodland stewardship assistance programs for landowners, visit our website or contact us at:

#### Planning & Public Works Department

Tel: 905-825-6000 Toll Free: 1-866-442-5866 TTY: 905-827-9833 Fax: 905-825-8822

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