

Request for Tree Planting on Municipality-Owned Properties

Forms must be completed in full and submitted to the Administrative Assistant for Public Works by mail, email, or in person at the Municipal Office. Incomplete forms will not be processed. Questions may be directed to the Administrative Assistant in the same manner or by phone.

The Municipality's policy for planting trees is outlined in Schedule A of By-Law 77-2019 Being a By-Law to adopt a Protection and Enhancement of Trees Policy which is available on the municipal website.

All trees planted on Municipality owned lands and boulevards require municipal permission. Trees will be planted primarily in the spring and fall. The trees will be distributed evenly across the Municipality and are subject to availability.

Permission will be granted at the discretion of the Manager of Public Works or their designate.

It is the goal of the Municipality to ensure the list of acceptable tree species includes a number of native varieties. Invasive species are not permitted to be planted on Public Lands or Municipal Highways.

Residents are encouraged to help care for trees in front of their residences by monitoring their condition and watering.

Street Trees may only be planted in sites that match these criteria:

- a) No closer than 3 metres to a building
- b) No closer than 1.5 metres to a driveway/entrance
- c) No closer than 3 metres to a hydro pole or utility transformer
- d) No closer than 7 – 10 metres from an existing tree
- e) No closer than 3.5 metres to a utility line or cable; drains; catch basins
- f) No closer than a 2-metre radius of a fire hydrant or parking meter
- g) No closer than 1.5 – 4 metres from a streetlight
- h) Trees may be planted between 0.5 metres from the property line and 1.5 metres to the edge of the sidewalk
- i) Where there is no sidewalk, the tree shall be located between 0.5 metres from the property line and a maximum of 1.0 metre from the property line
- j) Sight triangles as set out in the Municipal Zoning By-Law shall be kept clear of trees

Important:

- In places where Heritage District Conservation or Streetscape Plans have been prepared, all landscaping, including trees, will be in accordance with the respective plan.
- Street trees are not permitted on lanes, walkways, walks, or similar properties due to limited space.
- Street trees are also not permitted in the boulevards of streets where the width of the street is less than 16 metres.

For Applicant (please print):

Name: _____ Phone: _____

Address: _____

Email Address: _____

Signature: _____ Date: _____

In the box below, please sketch a map of the location of where you would like the tree(s) to be planted, as well as please stake the location(s) on site.

Please note: This will assist the Public Works department in conducting a site evaluation. The final decision for location will be at the discretion of the Public Works department.

Please indicate your species preference (check all that apply). Although efforts will be made to accommodate your preference, the final decision will be at the Public Works Department's discretion. The Department will confirm the species of tree to be planted with the applicant prior to planting.

- | | | | |
|--|---------------------------------------|---------------------------------------|----------------------------------|
| <input type="checkbox"/> Sugar Maple | <input type="checkbox"/> Silver Maple | <input type="checkbox"/> Honey Locust | <input type="checkbox"/> Red Oak |
| <input type="checkbox"/> Bur Oak | <input type="checkbox"/> White Pine | <input type="checkbox"/> White Cedar | |
| <input type="checkbox"/> Other (specify) _____ | | | |

For Office:

Date Site Inspected: _____ Inspected By: _____

Approved: Yes No Signature: _____

Remarks (include any notes to be shared with applicant, especially related to site or species change)

Date Planted (yyyy/mm/dd): _____ Species: _____

GPS Coordinates: _____