



**REGIONAL MUNICIPALITY OF WATERLOO**  
**Licensing & Regulatory Services**  
DOCS #522707

150 Frederick Street, 2<sup>nd</sup> Floor  
Kitchener ON N2G 4J3  
Phone (519) 575-4400  
Fax (519) 575-4042  
Mon.-Fri. 8:30-4:30

## ***PERMIT TO CUT TREES PURSUANT TO REGIONAL BY-LAW NO. 08-026***

The Woodland Conservation By-Law approved by Regional Council on June 18, 2008, 2008 requires a Permit for the following types of forest management activities:

- a. Harvesting of trees of a species prescribed in the By-law resulting in the production of trees, logs or firewood, **unless** fewer than five trees per hectare of a species prescribed in the By-law are to be cut in any given year to a maximum of thirty (30) trees, for the registered owner of the woodland's own use; and
- b. Woodland clearing.

**Failure to obtain a Permit when one is required is a contravention of the Woodland Conservation By-Law.**

**A permit is valid for one year from the date of issuance or for the period stipulated. Cutting that is to occur after the permit's expiration date will require an application for an extension or a new permit.**

### **FEES**

**The required fees for Woodland Conservation By-law Permits are set in the Region's Fees and Charges By-law (By-law 08-027, as amended). The appropriate fee must be received with your application - we accept cash, cheque, debit, MasterCard or Visa – NO REFUNDS**

- There is no fee for a Good Forestry Practices Permit
- The application fee for a Diameter Limit/Basal Area Permit is \$55.00
- The application fee for a Woodland Removal Permit is \$1000.00

A Permit is a mechanism by which the Region indicates approval of a planned woodland management operation. Limitations on the timing or implementation of harvesting activities may be indicated as conditions of the permit in order to ensure reasonable standards of management practice. The permit process is intended to ensure that landowners and forestry contractors are aware of the requirements of the Regional Woodland Conservation By-Law, and to prevent violations of the by-law. Permits provide an improved way of minimizing unsustainable harvesting resulting in a loss of woodlands and the benefits they provide to the natural and built ecosystems and environment.

### **APPLICATION PROCESS**

Only **one of the three** permit forms needs to be completed depending on the nature of the permit sought.

An incomplete application will not be processed. Completed applications are to be submitted to the Licensing & Regulatory Services office of the Regional Municipality of Waterloo. A permit must be obtained before any tree cutting can take place, and a copy of the permit must be posted at either the entrance to the property or at the main landing area at the commencement of cutting activity.

**FORM 1: Applications for Good Forestry Practices Permits** will be processed as soon as possible, however, a permit must be obtained before cutting occurs. A Good Forestry Practices permit requires the preparation or approval of a statement of management goals and objectives and a silvicultural prescription by a Forester (i.e., Registered Professional Forester or Associate Member of the Ontario Professional Foresters' Association) or the approval of the Region. An inspection of the woodland may be carried out by a Municipal Law Enforcement Officer.

**FORM 2: Applications for Diameter Limit/Basal Area Permits** will require approximately **ten (10) business days** for processing. During that time, and before a Permit is issued, Regional staff may contact the landowner and/or any person(s) involved in the tree marking or tree removal to discuss the nature of the proposed harvest to ensure that it conforms to the requirements of the Woodland Conservation By-Law and may conduct an inspection of the woodland.

**FORM 3: Applications for Woodland Removal Permits** will require several weeks for processing as there is a need to issue notices to adjoining property owners and to arrange a meeting of the Region's Woodland Conservation By-Law Committee. Regional staff will keep applicants apprised as to the process of the application.

**Right of Appeal.** Anyone who has been denied a permit, or has objections to any conditions placed on a permit has the right to appeal to the Region's Tree By-law Committee within 15 days of permit denial or issuance. The Tree By-law Committee will review the applicant's concerns as well as the officer's reasons for denying or granting the permit. The Tree By-law Committee will decide whether to confirm or vary the denial or conditions imposed. There is no external appeal process pursuant to the *Municipal Act, 2001*.



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**FORM 2: APPLICATION FOR A DIAMETER LIMIT/BASAL AREA PERMIT**

**\*\*The application fee for a Diameter Limit/Basal Area Permit is \$55.00\*\***

**PART A: Owner, manager, tree marker &/or contractor information. Fill out all applicable sections. Your signature indicates that you understand all of the requirements of the Woodland Conservation By-Law**

**OWNER**

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Signature \_\_\_\_\_

Municipal Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail: \_\_\_\_\_

Do you consent for the Region of Waterloo to carry out a pre-inspection? **Y [ ] N [ ]**

Complete **municipal address** of property containing woodland (if different than above):

\_\_\_\_\_

Size of Woodland (on property): \_\_\_\_\_

Does the woodland form part of an Environmentally Significant Landscape (ESL), Environmentally Sensitive Policy Area (ESPA) or a Provincially Significant Wetland (PSW)?: **Y [ ] N [ ] Not Sure [ ]**

**If yes, please indicate which (name &/or number) \_\_\_\_\_**

**Location.** Please draw a sketch map of the location of the woodland giving enough detail that the property can be readily located. Please indicate preferred entry points so that the Municipal Law Enforcement Officer can gain entrance to inspect the area.

**TREE MARKER**

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Qualifications: \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Tree Marking shall be conducted by a Certified Tree Marker or an individual approved by the Region of Waterloo. Requirements for tree marking are:**

- **All trees to be cut shall be marked to the Officer's satisfaction, with a paint mark approximately 5 cm in diameter on three sides of the tree at breast height, and**
- **A vertical paint line shall be placed at the base of the tree extending from below the saw line to the ground.**

**HARVESTING CONTRACTOR (or person in charge of cutting)**

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail: \_\_\_\_\_

**The person in charge of the destruction of trees is requested to provide at least 24 hours of verbal confirmation to the Region of Waterloo at 519-575-4813 prior to the start date or if the indicated start date has changed.**

**It is requested that if tree cutting is to occur near power lines that Hydro One be contacted at 1-800-747-4429 prior to the commencement of logging**

**EXPECTED STARTING DATE OF DESTRUCTION OF TREES: \_\_\_\_\_**

**PART B. Woodland Information (Diameter Limit/Basal Area Permit)**

**Reason for Tree Removal (check as many as apply)**

- Commercial Timber Harvest                       Silvicultural Improvement  
 Firewood Harvest     Other (specify) \_\_\_\_\_

<b>Stand #</b>			
<b>Stand description:</b>			
<b>LIST OF TREES TO BE CUT</b>			
Species	Number of trees to be cut for Sawlogs	Number of trees to be cut for Firewood	Number of trees to be cut for other uses
<b>Total</b>			

<b>BASAL AREA VALUES</b>			
Sampling method used: Prism Sweep using ___ BAF prism <input type="checkbox"/> Fixed Area Plot _____ m <sup>2</sup> <input type="checkbox"/>			
Number of sample points/plots used to calculate basal area:			
Tree DBH class	Existing BA	To be removed	Residual BA (target)
10 cm +			(20 m <sup>2</sup> /ha)
24 cm +			(16 m <sup>2</sup> /ha)
50 cm +			(4 m <sup>2</sup> /ha)

Will the number of trees remaining in the stand following the harvest be less than the number specified in the By-Law to constitute a woodland? Yes  No  If yes, please explain:

\_\_\_\_\_

I hereby certify that the contents of this permit application are correct: \_\_\_\_\_  
 (owner or person authorized in writing by the owner)

*For Office Use Only*

**PERMIT #** \_\_\_\_\_ **START DATE** \_\_\_\_\_ **EXPIRY DATE** \_\_\_\_\_

Fee Received: \_\_\_\_\_ (date) Method of payment \_\_\_\_\_

Permit Approved by: \_\_\_\_\_ Approval Date: \_\_\_\_\_

**PRE - HARVEST INSPECTION**

Site Inspected by: \_\_\_\_\_ Site Inspection date: \_\_\_\_\_

Indicate problem areas noted

- Under-sized trees marked/cut
- Residual Basal Area
- Excessive number of trees marked
- Potential for damage to soils, wetlands, watercourses, etc.

Comments: \_\_\_\_\_

Conditions of Permit: \_\_\_\_\_

**POST - HARVEST INSPECTION**

Site Inspected by: \_\_\_\_\_ Site Inspection date: \_\_\_\_\_

All marked trees harvested: Yes  No

Fuelwood marked/harvested: Yes  No

- Under-sized trees cut
- Residual Basal Area too low
- Excessive number of trees cut
- Damage to soils, wetlands, watercourses, etc.

Comments: \_\_\_\_\_