



REGIONAL MUNICIPALITY OF WATERLOO
Licensing & Regulatory Services
DOCS #522696

150 Frederick Street, 2nd 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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 Version 2.2

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APPLICATION FOR A GOOD FORESTRY PRACTICES PERMIT

PART A: Your signature indicates that you understand all of the requirements of the Woodland Conservation By-Law

Applicant Information	
Company	
Contact	
Address	
City/Province	
Postal Code	
Phone	
Email	

Registered Property Owner Information	
Company	
Contact	
Address	
City/Province	
Postal Code	
Phone	
Email	

Property (woodland) Location Information	
Municipality (Township):	
Roll#	
Civic Address	
Legal Description: Lot(s)	Concessions

Harvest Information			
A. Silvicultural Prescription Author Information		Email	
Company		Phone	
Contact		OPFA Membership	
B. Tree Marker Information		Email	
Company		Phone	
Contact		Tree Marker Certification No.	
C. Harvest Contractor Information		Email	
Company		Phone	
Contact			
D. Harvest Details			
Woodland Area (hectares)		Expected starting date of destruction of trees	
Harvest Area (Hectares)		Volume Estimated	
Paint Colour		Date of Tree Marking	

- The Harvest Contractor must provide notice to the Region at **519-580-0296 at least 24 hours** prior to starting operations
- If operations occur near power lines, Hydro One must be contacted at 1-800-747-4429 prior to commencing operations

Tree Marking: Tree marking shall be conducted by a Certified Tree Marker or an individual approved by the Registered Professional Forester who prepared the silvicultural prescription. 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.

Location. Please describe or 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. You may also attach an image using the image field on the right.

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

Have you attached a Silvicultural Prescription prepared by an RPF with this application? **Y** [] **N** []

What is the residual Acceptable Growing Stock (AGS) Improvement % (Post AGS% - Pre AGS%)?

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) _____

Does the woodland participate in a provincial program including Managed Forest Tax Incentive Program (MFTIP) or Conservation Land Tax Incentive Program (CLTIP)?: **Y** [] **N** [] **Not Sure** []

If yes, please indicate which (name & plan number) _____

Authorization

I acknowledge that I will not undertake any harvesting activity until a Good Forestry Practices Permit to has been issued by the Region of Waterloo. I also understand that under the authority of the Woodland Conservation by-law 08-026 and the Municipal Act, 2001, an appointed officer can enter the described property for the purposes of undertaking an inspection. I acknowledge that it is my responsibility to ensure that trespass onto neighboring properties does not occur as a result of the issuance of a permit or any inspection by the Reion of Waterloo thereunder.

Applications which are illegible, incomplete or unsigned are invalid and will be rejected. This application shall be delivered not less than 5 days prior to the issuance of a permit to: Region of Waterloo

Date:

Date:

X

X

Applicant's Signature

Property Owner's Signature

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: _____

Comments: _____

Conditions of Permit: _____

POST - HARVEST INSPECTION

Site Inspected by: _____ Site Inspection date: _____

All marked trees harvested: Yes No

Fuelwood marked/harvested: Yes No

Comments: