Roads, Parks and Forestry Department
P.O. Box 5013, 426 Brant St.
Burlington, ON L7R 3Z6
905-335-7777

Personal information in this form is collected under the authority of the Municipal Act, 2001. The information will be used for the primary purpose of processing a formal declaration to determine whether the work is subject to the tree permit application process. The information may be used for the secondary purpose of enforcing the Public Tree By-law 98-2025 and Private Tree By-law 40-2022. Questions about the collection, use and disclosure of this personal information may be directed to the Supervisor of Forest Protection, Roads, Parks and Forestry Department, City of Burlington, 426 Brant St., Burlington, Ontario, L7R 3Z6, 905-335-7777 ext. 6121.

Tree Declaration Form (This is NOT a permit application form)

Subject Property Address:	
Detailed Construction Activity Description:	

Registered Property Owner:	
Name:	Phone #:
Mailing Address: City: Province: Postal Code:	
Email:	

Please answer each of the questions below: **Note: Refer to Schedule A for the definition of key terms in bold below and additional information to assist with completing this form.**	✓ **YES**	✓ **NO**
Will the proposed **construction activity** occur within the **minimum tree protection zone** of a **regulated tree** which is on the subject property?	☐	☐
Will the proposed **construction activity** occur within the **minimum tree protection zone** of a **regulated tree** on public property (e.g., within the municipal boulevard)?	☐	☐
Will the proposed **construction activity** occur within the **minimum tree protection zone** of a **regulated tree** that is within 6m of the subject property and/or public property?	☐	☐
Will the proposed **construction activity** require the destruction (removal) of a **regulated tree**?	☐	☐
If you checked YES to any of the questions above, do not proceed to complete this form. Submit a Tree Permit application to Forestry with your Arborist Report and Tree Protection Plan.		

Owner's Declaration

I, _____
First Name **Last Name**

of _____
Street No. and Name

_____
City **Province** **Postal Code**

do hereby declare the following:

- That I am the registered owner as stated above.
- That I have read and understand the information stated within this declaration form, including Schedule A.
- That statements contained in this declaration are true and made with full knowledge of all relevant matters and of the circumstances connected with this declaration.
- That the information included in this declaration is correct.

I hereby certify conscientiously believing the above is correct

_____ _____
Owner's Signature Date

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Schedule A

This form is to be used where there is no injury, destruction or removal of **regulated trees** proposed.

The prohibitions of the Public Tree By-law 98-2025 are identified in Part 5 of the By-law. Additional information on permit application process requirements is provided in the subsequent sections of the By-law within Part 7.

The obligations and prohibitions of the Private Tree By-law 40-2022 are identified in Section 5.1, 5.2 and 5.3 of the By-law. Additional information on permit application process requirements is provided in the subsequent sections of the By-law within Part 7.

Definitions as used in this form:

Regulated Tree means:

1. Any tree of any size on public property (By-law No. 98-2025).
2. Any tree with a Diameter at Breast Height (DBH) of 20 cm or greater on private property (By-law No, 40-2022).
3. Any tree classified as endangered, threatened, or at risk as defined under the Endangered Species Act, 2007, c.6 or the Species at Risk Act, 2002, S.C. 2002, c.29.
4. Any heritage tree pursuant to the Ontario Heritage Act, R.S.O., 1990, c.O.18.
5. Replacement trees installed as part of a condition on a previous tree permit.

Construction Activity means:
An activity that includes but is not limited to excavation, building, trenching, demolition, boring, placement of fill, storage of soil, change of surface, storage of construction materials, changes to grade, storage of waste or equipment, and movement of vehicles and equipment for accessing the area where the work will be occurring.

Minimum Tree Protection Zone means:
The minimum distance from a **regulated tree** required to be protected to prevent injury to the tree, as per the City's Tree Protection and Preservation Specification (SS12A).

Please refer to the Tree Protection and Preservation Specification (SS12A) and the following chart when answering the questions above. This chart shows the minimum required distances for determining the **minimum tree protection zone** requirements.

Table 1 – Minimum Tree Protection Zones

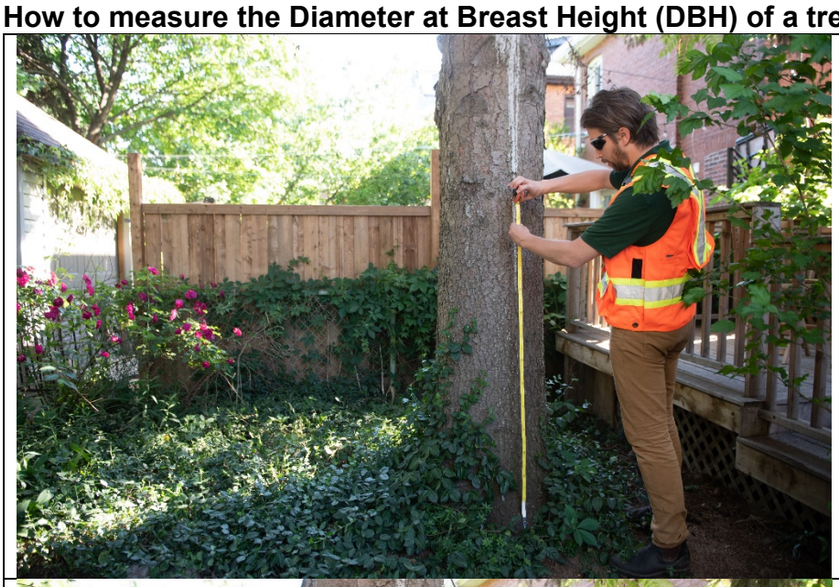
Trunk Diameter (DBH) [1]	Minimum Tree Protection Zone (MTPZ) Distances Required [2]	Critical Root Zone (CRZ) Distances Required [3]
< 10 cm	1.8 m	1.8 m
11 - 40 cm	2.4 m	4.0 m
41 - 50 cm	3.0 m	5.0 m
51 - 60 cm	3.6 m	6.0 m
61 - 70 cm	4.2 m	7.0 m
71 - 80 cm	4.8 m	8.0 m
81 - 90 cm	5.4 m	9.0 m
91 - 100+ cm	6.0 m	10.0 m
>100 cm	6.0 m + 10 cm per 1 cm DBH	10.0 m + 10 cm per 1 cm DBH

[1] Trunk Diameter (DBH) measurement of tree trunk taken at 1.4 metres above ground.
[2] Minimum Tree Protection Zone distances are to be measured from the outside edge of the tree base towards the drip line and may be limited by an existing paved surface, provided the existing paved surface remains intact throughout the construction work and is subject to Section 6 of the City's Tree Protection and Preservation Specification (SS12A).
[3] Critical Root Zone distances are to be measured from the outside edge of the tree base towards the drip line. Where work is being performed beyond the Minimum Tree Protection Zone but within the Critical Root Zone the works are subject to Section 8 of the City's Tree Protection and Preservation Specification (SS12A).

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Minimum Tree Protection Zone Example:
If you have a tree that is 55 cm DBH, all **construction activity** must be kept a minimum 3.6m away from the base of the tree in all directions or a tree permit is required.

How to measure the Diameter at Breast Height (DBH) of a tree:

	**Step 1:** Measure 1.4m from the highest point of where the trunk emerges from the ground upward to “breast height”.
	**Step 2:** Measure the circumference of the trunk at “breast height” and divide by 3.14 to get the trunk diameter (DBH). *Convert the measurement to centimetres (cm). Step 3: Use the City’s Specification for Tree Protection and Preservation (Table 1) to determine the minimum tree protection zone required for your tree.

IMPORTANT INFORMATION
An inspection by City Forestry staff may be carried out at the subject property pursuant to this declaration. If the inspection reveals a construction activity affecting regulated tree(s) that have not been declared as part of the Tree Declaration Form, an Order to Comply may be issued, and charges may be laid under the provisions of the City’s Tree By-laws. A person convicted of an offence is liable to penalties outlined in the applicable Tree By-law.

The City Private Tree By-law and Public Tree By-law can be found on the City’s website:
https://www.burlington.ca/forestprotection

Inquires can be directed to:
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