COMBINED RESIDENTIAL SWIMMING POOL APPLICATION

Zoning, Forestry and Pool Enclosure

How to apply for a combined residential pool permit

The City has consolidated the three approvals required prior to constructing a residential swimming pool into one application form and a combined review process. These 3 approvals include a Zoning Clearance Certificate, Forestry Approval (Tree Permit) and a Pool Enclosure Permit. A separate combined residential zoning clearance certificate application is not required as it's part of the pool application.

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How to apply for a combined residential pool permit

Please refer to the checklist below and additional sections for instructions and requirements before you make a combined pool application. If a document or approval is needed, it must be submitted with the combined pool application. Application that do not have the correct documents or approvals will not be accepted.

Zoning, Forestry and Pool Enclosure Checklist for Residential Swimming Pools

1) Completed Residential Swimming Pool Application E-Form
2) Application fees
3) A copy of a survey issued by an Ontario Land Surveyor (used for reference purposes to verify property boundaries)
4) A site plan showing proposed pool (drawn to scale in metric)
5) Completed Site Alteration Permit Screening Information Form (included in the E-Form)
6) Completed Forestry submission requirements. These items will be required at the time the application is made (where applicable). Please review the Forestry Definitions and Requirements section and prepare materials in advance prior to making the application:
    - Arborist Report and Tree Protection Plan
        - Arborist Reports must be prepared by a qualified tree professional
        - The information displayed on your Tree Protection Plan is to be provided on the Site Plan. If submitted as a separate plan, please ensure the elements identified on the example are included.
    - Tree Inventory Table (Table of Tree Details)
        - Where no Arborist Report is provided, a Tree Inventory Table that provides the details for the trees on the subject property must be submitted along with the Tree Protection Plan.
    - Tree Replacement Plan
        - To be provided where trees are proposed to be removed and applicant is proposing to replant trees versus paying cash-in-lieu.
    - Owner's Authorization
        - To be provided where applying on behalf of the Registered Owner.
    - Letter of consent from neighbour and/or adjacent owner of the tree(s)
        - To be submitted where applying to remove or injure a boundary/shared or neighbour tree.
    - Tree Declaration
        - Where no injury, destruction or removal of regulated trees are identified, the applicant will be required to upload a photograph as part of their Tree Declaration on the e-form. A copy of the

tree declaration form can be found under forms and documents at Burlington.ca/forestprotection

a) For those within the Urban Planning Area Boundary to which the Private and Public Tree By-law is applicable – when asked to upload a photograph of the construction site, please upload a photograph of the area where the pool will be installed. This should be a clear view of the entire area. This will be a mandatory requirement to proceed with the application. If applying on behalf of a registered owner, please obtain the photograph prior to making the application.
b) For those within the Rural Planning Area Boundary – when asked to upload a photograph of the construction site, please upload a photograph of the site access from the roadway into the property that will be used by the contractor during the pool installation shall be uploaded. This should be a clear view of the entire area. This will be a mandatory requirement to proceed with the application. If applying on behalf of a registered owner, please obtain the photograph prior to making the application.

7) Approval letters from other departments or agencies if applicable. Applicants must contact outside agencies directly to determine if approvals are required. If outside agency approval is required, it must be included in your combined pool application submission to the City. Outside agencies may include:
   - Conservation Halton if the property is within Conservation Halton's regulatory area.
   - Burlington Hydro if there is a hydro easement or overhead wires on or adjacent to the property.
   - The applicable pipeline if the property is adjacent to or subject to a pipeline easement.
   - The Niagara Escarpment Commission if the property is within the NEC.
   - The Ministry of Transportation if the property is within MTO's regulatory area.
8) If the property is within an unassumed subdivision a developer authorization letter is required.
9) All proposed accessory buildings, decks, or other structures are subject to separate applications / approvals and are not included in this application.

Information required to be shown on Site Plan

Standard Drawing Elements

- North arrow
- Metric scale (All measurements must be metric (m, cm, mm)
- Scale bar
- Street name and property address

- Location of any easements on the property
- Location of dwelling and any accessory buildings or structures on the property
- Location of any overhead hydro wires on or adjacent to property

Zoning-related Elements

- Size and shape of proposed pool (inground, on-ground or above-ground)
- Pool location and setbacks to property lines
- Height above grade for on-ground and above-ground pools
- Location and setbacks to unitary equipment (pool heater and filter)

Building-related Elements

- Fence details (materials and height required)
- Gate Details showing self-latching/self-closing (materials and height required)
- Location and setback measurement of septic system if applicable. Septic system and weeping bed: must be a minimum of 5 m from the pool

Forestry-related Elements

- Include a legend that provides labels for all information included on the drawing. Only include the elements on the drawing and do not include other elements that are not applicable
- Include all existing and proposed structures and hard surfaces on the subject lot (e.g., existing patio, deck retaining wall, house etc.)
- Label and locate all tree(s) on the property and within 6m of the property lines including municipal trees in front of or adjacent to the subject property
- Tree locations must include a scaled location of the trunk
- Tree Inventory Table that includes tree information such as tree sizes (diameter), species, ownership and recommendation (provide separate tree inventory table as needed or include on site plan drawing)
- Label and dimension the minimum tree protection zones (circles) in accordance with City's Tree Protection and Preservation Specifications SS12A
- Label and dimension protective tree hoarding (fencing) and root protection (as required) in accordance with the City's Tree Protection and Preservation Specifications SS12A
- Label all mitigative work around trees as necessary (e.g., exploratory air-spade and root pruning)
- Label and dimension the location of all associated construction activities, including but not limited to: construction access route (with size route width), construction material storage area(s), excavation area including limits of over-dig, trenching; boring, proposed servicing, fill placement, grade and surface changes, areas to be access by foot, or areas where hand tools will be utilized instead of machinery
- Include any other details of proposed disturbance on the subject lot (e.g., proposed landscaping, pool equipment)

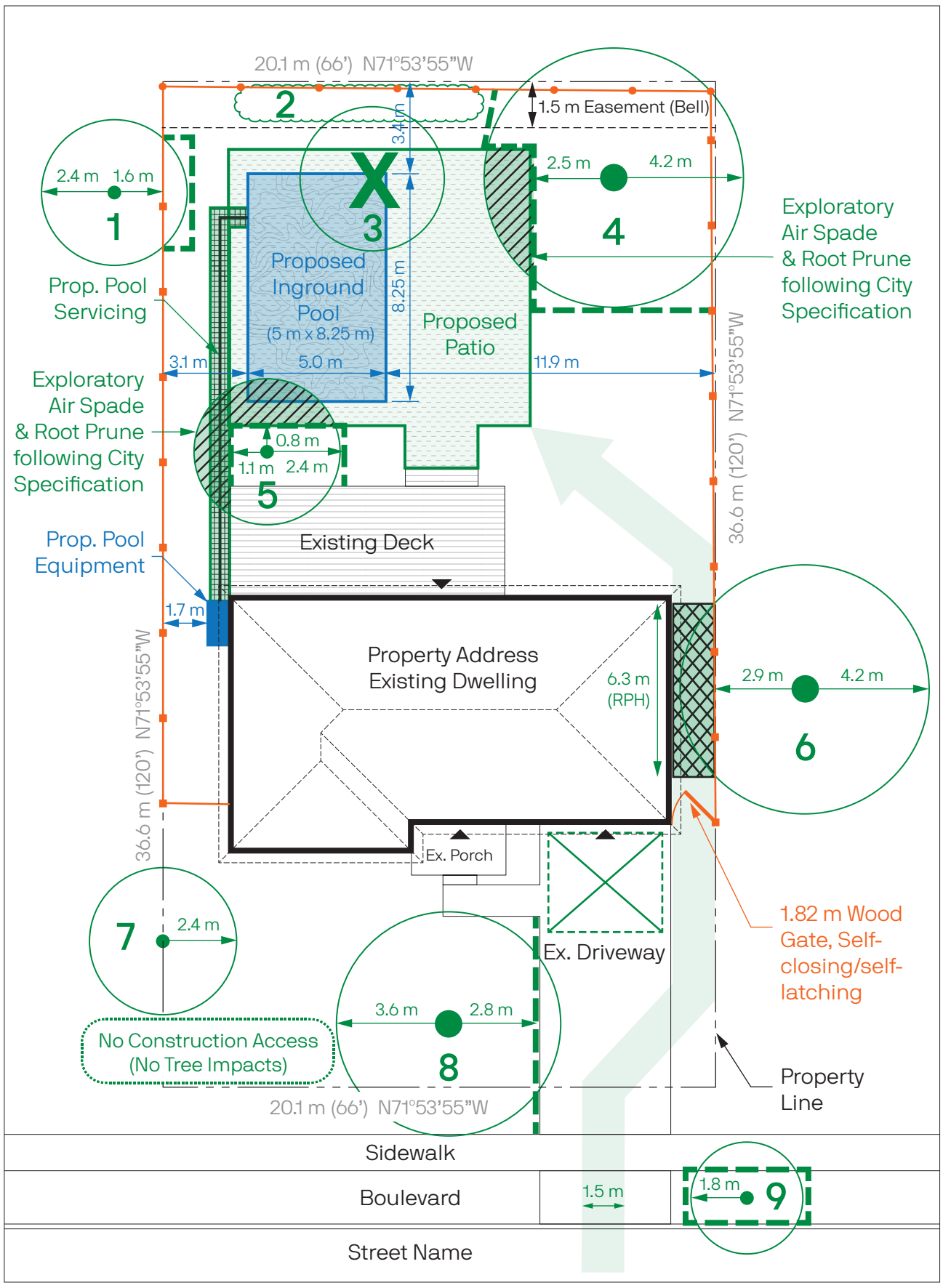
Anatomy of a Pool Site Plan

Standard Drawing Elements (in black)
[ ] North arrow, metric scale, street name and property address
[ ] Show and label all property lines
[ ] All measurements must be metric (m, cm, mm)
[ ] Location of any easements on the property and who they belong to
[ ] Location of dwelling and any accessory buildings or structures on the property

Zoning-related Elements (in blue)
[ ] Size and shape of proposed pool (inground, on-ground or above-ground)
[ ] Pool location and setbacks to property lines
[ ] Height above grade for on-ground and above-ground pools measured at lowest point of grade at the perimeter of the pool
[ ] Location and setbacks to unitary equipment (pool heater and filter)

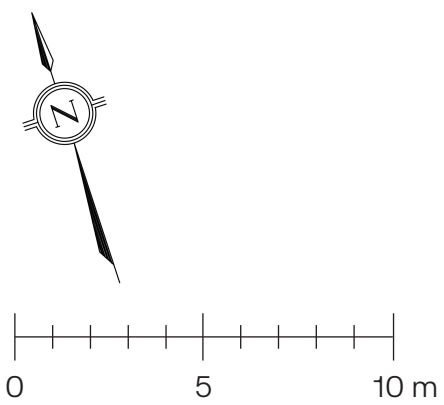
Building-related Elements (in orange)
[ ] Fence details (materials and height required)
[ ] Gate details showing self-latching/self-closing (materials and height required)
[ ] Location and setback measurement of septic system if applicable. Septic system and weeping bed must be a minimum of 5 m from the pool

Forestry-related Elements (in green)
[ ] Include accurate location of all trees on the property and within 6 metres of the property lines, including any municipal trees in front of or adjacent to the property
[ ] Include all existing and proposed structures and hard surfaces on the subject lot (e.g., existing patio, deck, retaining wall, house etc.)
[ ] Label all tree(s) sizes and species (provide separate tree inventory table if necessary or include information on plan drawing)
[ ] Include a legend that provides labels for all information included on the drawing. Only include the elements on the drawing and do not include other elements that are not applicable
[ ] Label and dimension minimum tree protection zones (circles) in accordance with City's Tree Protection and Preservation Specification SS12A
[ ] Label and dimension protective tree hoarding (fencing) and root protection (as required) in accordance with the City's Tree Protection and Preservation Specification SS12A
[ ] Label all mitigative work around trees as necessary (e.g., exploratory air-spade and root prune)
[ ] Label and dimension the location of all associated construction activities, including but not limited to: construction access route, construction material storage, excavation area including limits of over-dig, trenching; boring, fill placement, grade and surface changes, areas to be access by foot, or areas where hand tools will be utilized instead of machinery.
[ ] Include any other details of proposed disturbance on the subject lot (e.g., proposed landscaping)



Legend

- 1.5 m Chain Link Fence, 1½" links
- 1.82 m Wood Fence, board on board
- Tree Trunk, Identification, & Tree Protection Zone (TPZ)
- Tree Protection Fencing
- Root Protection Hoarding (RPH)
- Construction Access (max. width required for equipment)
- Material Storage Area
- X Tree Removal
- Area of Tree Injury (work occurs inside TPZ)
- Area of Overdig (approx. 0.6 m wide)



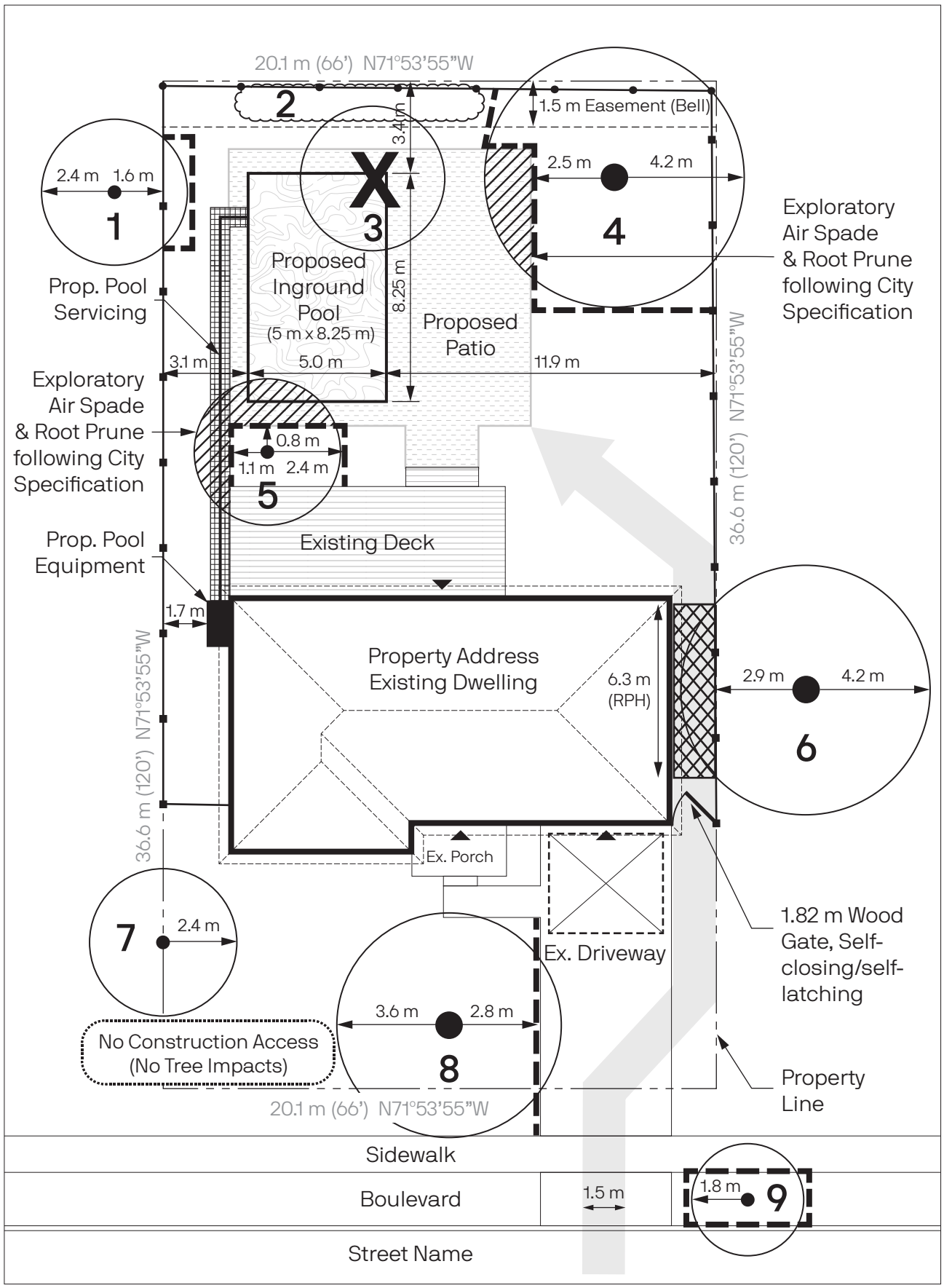
Tree Inventory Table

Tree #	Tree Species	Tree DBH (cm)	Tree TPZ (m)	Tree Health	Tree Structure	Tree Ownership	Recommendation (see Arb. Report)	Notes (see Arborist Report for more detail)
1	Tulip Tree	25	2.4	Good	Good	Neighbour	Protect	
2	White Cedar	< 20	NA	Good	Good	Boundary / Shared	No Action Required	9 stems in hedge; none regulated
3	Ironwood	20	2.4	Good	Good	Subject Property	Remove	Within footprint of pool
4	Sugar Maple	65	4.2	Good	Fair	Subject Property	Injure & Protect	Root prune following City Spec.
5	Ironwood	21	2.4	Good	Good	Subject Property	Injure & Protect	Root prune following City Spec.
6	Black Maple	60	4.2	Fair	Good	Neighbour	Protect	
7	Yellowwood	20	2.4	Poor	Fair	Boundary / Shared	No Action Required	
8	White Birch	51	3.6	Fair	Fair	Subject Property	Protect	3 stems: $\sqrt{29^2 + 29^2 + 30^2}$ = 51 cm DBH
9	Serviceberry	10	1.8	Good	Good	City	Protect	

City of Burlington
Site Plan for Swimming Pool Application

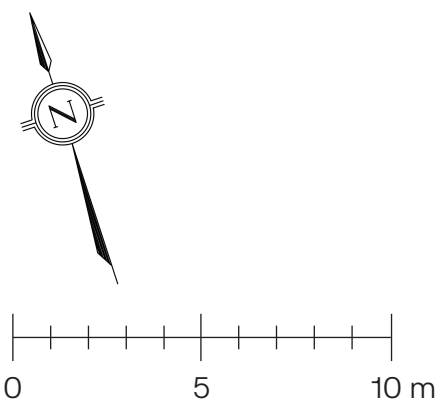
Address: 1234 Example Dr.
Drawn: June 1, 2022
Version: 02 (Rev. July 5, 2022)
Scale = 1:200 (1 cm = 2 m)

N.B. Print on 11"x17" without scaling or fitting; otherwise only scale bar above is correct scale.



Legend

- 1.5 m Chain Link Fence, 1½" links
- 1.82 m Wood Fence, board on board
- Tree Trunk, Identification, & Tree Protection Zone (TPZ)
- Tree Protection Fencing
- Root Protection Hoarding (RPH)
- Construction Access (max. width required for equipment)
- Material Storage Area
- X Tree Removal
- Area of Tree Injury (work occurs inside TPZ)
- Area of Overdig (approx. 0.6 m wide)



Tree Inventory Table

Tree #	Tree Species	Tree DBH (cm)	Tree TPZ (m)	Tree Health	Tree Structure	Tree Ownership	Recommendation (see Arb. Report)	Notes (see Arborist Report for more detail)
1	Tulip Tree	25	2.4	Good	Good	Neighbour	Protect	
2	White Cedar	< 20	NA	Good	Good	Boundary / Shared	No Action Required	9 stems in hedge; none regulated
3	Ironwood	20	2.4	Good	Good	Subject Property	Remove	Within footprint of pool
4	Sugar Maple	65	4.2	Good	Fair	Subject Property	Injure & Protect	Root prune following City Spec.
5	Ironwood	21	2.4	Good	Good	Subject Property	Injure & Protect	Root prune following City Spec.
6	Black Maple	60	4.2	Fair	Good	Neighbour	Protect	
7	Yellowwood	20	2.4	Poor	Fair	Boundary / Shared	No Action Required	
8	White Birch	51	3.6	Fair	Fair	Subject Property	Protect	3 stems: $\sqrt{29^2 + 29^2 + 30^2}$ = 51 cm DBH
9	Serviceberry	10	1.8	Good	Good	City	Protect	

City of Burlington

Site Plan for Swimming Pool Application

Address: 1234 Example Dr.
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Scale = 1:200 (1 cm = 2 m)

N.B. Print on 11"x17" without scaling or fitting; otherwise only scale bar above is correct scale.

Requirements for Pool Enclosure Permit -Hot Tub/Hydro Massage Pools

Hot Tubs under 8m2

For a hot tub that is installed entirely above ground, a prefabricated cover may be considered as a swimming pool enclosure and may be exempt from providing a complying swimming pool enclosure if it is equipped with a substantial cover, which is permanently fixed to the structure and which is locked to prevent access when the structure is not in use.

Fence Requirements

Fence Types and Heights, including Gates:

a) Fencing height details: 4' = 1.2m, 5' = 1.5m, 6'6" = 2m
   i. Wood: 1.2m min, 2m max
   ii. Chain link: 1.2m min if 1½" links OR 1.82m min if 2" links, and 2m max
   iii. Wrought iron: 1.5m min, 2m max
b) Indicate gate location(s), height, material type and must indicate "Self-Closing/Self-Latching"

Detailed drawing to include:

- Size and shape of hot tub/hydro massage pool
- Location and setback measurement from property lines
- Fencing details (material and height) and/or if hot tub has a lockable lid
- Gate details showing self-latching/self-closing
- Location and setback measurement of septic system (if applicable).
- Indicate easements on property and who they belong to
- All measurements must be in metric (m)
- See the example site plan for specific measurement requirements

Definitions from the Municipal Pool By-law 74-2005, as amended

Swimming Pool

"Swimming Pool" means any privately-owned outdoor tank or body of water used or which is intended to be used and maintained for swimming or display purposes and is capable of holding water in excess of 600 mm other than an existing natural body of water or stream. It shall include a hydro-massage pool having a water surface area that is less than 8m2.

Above Ground Pools are built with the base of the pool at grade (ground) level.

On Ground Pools are built below grade with the top of the pool elevation a minimum of 150 mm above grade level

In Ground Pools are built with the top elevation of the pool at grade level.

Hydro Massage Pools includes those pools commonly referred to as hot tub, whirlpool, jacuzzi or spa.

Temporary Pool means an inflatable pool or other pool, which is designed to be removed periodically on a seasonal or more frequent basis and is capable of holding water in excess of 600 mm.

Regulations from Zoning By-law 09-2026

Part 4: Definitions

Swimming Pool
Means any privately-owned outdoor tank or body of water used or which is intended to be used and maintained for swimming or display purposes and which has a maximum depth of water greater than 0.6 metres, other than a natural body of water or stream.

Unitary Equipment
Means standalone equipment including central air conditioning units, heat pumps, pool equipment, residential generators and gas metres.

Part 5.38: Mechanical Equipment including Roof Top Mechanicals

b) Unitary equipment not located on a rooftop shall be subject to the following regulations:

i. Permitted in all yards.
ii. Minimum interior side yard, exterior side yard and rear yard: 0.6 metres.
iii. When located in the front yard, shall be no further than 1.5 metres from the front wall of the principal building.

Part 5: Swimming Pools

a) A swimming pool shall be permitted as an accessory use to any residential use, in accordance with the following regulations:

i) Not permitted in a front yard or required exterior side yard.

ii) On lots less than 12 meters wide, permitted in a rear yard only.

iii) Minimum setback from a lot line: 1.5 metres measured from the inside wall of the swimming pool and 0.9 metres measured from the outside of any hard landscaped open space.

iv) Notwithstanding iii) above, where the height of the swimming pool is greater than 1.5 metres, the minimum setback from any lot line shall be 3 metres.

v) Maximum height of a swimming pool: 2 metres, measured from the lowest point of grade at the perimeter of the swimming pool.

vi) Notwithstanding v) above, the maximum height shall not apply to a swimming pool that is located on a rooftop terrace of an apartment building.

b) A hydro-massage pool or hot tub having a water surface area which is less than 8 square metres shall not be subject to the above regulations.

c) A swimming pool shall maintain a minimum setback of 3.3 metres from a pipeline right-of-way.

d) Notwithstanding c) above, an in-ground swimming pool shall maintain a minimum setback of 7.7 metres from a TransCanada Pipelines Limited (TCPL) pipeline right-of-way.

e) Any structure used to contain mechanical equipment that is accessory to the operation of a swimming pool shall be considered an accessory building or structure and subject to the general regulations for accessory buildings and structures in Section 5.2.

Regulations from Zoning By-law 2020, as amended

Part 16, Definitions

Swimming Pool
Any privately-owned outdoor tank or body of water used or which is intended to be used and maintained for swimming or display purposes and which has a maximum depth of water greater than 600 mm, other than an existing natural body of water or stream.

Unitary Equipment
Includes central air conditioning units, heat pumps, residential generators, and swimming pool filters.

Part 1, Section 2.2
2.2 ACCESSORY BUILDINGS AND STRUCTURES AND UNITARY EQUIPMENT

2.2.5 For all uses, Unitary Equipment shall be subject to the following:
a) Setback from a side lot line: 60 cm
b) Setback from a rear lot line: 60 cm
c) Setback from a dwelling: 1.5 m maximum from the front wall
d) Swimming pool equipment is not permitted in a front yard.

Part 1, Section 2.5
2.5.1 REGULATIONS FOR OUTDOOR SWIMMING POOLS:

a) On lots containing detached or duplex dwellings and on lots containing one dwelling unit of a semi-detached, triplex, fourplex, or street townhouse:
   i. On lots less than 12 m wide, swimming pools are permitted in a rear yard only.
   ii. On lots 12 m wide or greater, swimming pools are not permitted in a required front or street side yard.

iii. In-ground pools shall be set back 1.5 m from a lot line or street line, measured from the inside wall of the pool.
iv. Above-ground and On-ground pools shall be setback 1.5 m from a lot line or street line, plus an additional setback equal to the height of the pool, measured from the lowest point of grade at the perimeter of the pool. The setback is measured from the lot line or street line to the inside wall of the pool.
v. On lots containing residential dwellings other than those identified in (a) above, in-ground and above-ground pools shall be set back 15 m from a lot line or street line, measured from the inside wall of the pool.

b) A hydro-massage pool having a water surface area which is less than 8 m2 shall not be subject to the above regulations.
c) On lots abutting a pipeline, a swimming pool must be setback 3 m from the limits of the right-of-way.

Forestry Definitions & Requirements

The Public Tree By-law 68-2013 Is applicable City wide including the rural planning area boundary.

The Private Tree By-law 40-2022 is only applicable to the urban planning area boundary.

To locate which boundary you live in, please visit the City's Forest Protection webpage www.burlington.ca/forestprotection.

If you live in the rural boundary, select the check box on the e-form **"The property is within the rural planning area boundary (outside of the urban area) per Schedule B on the Forest Protection & Tree Permits webpage".**

For more information on the City's Tree By-laws, including access to the Guide to Tree Protection, visit the Forest Protection and Tree Permits webpage: www.burlington.ca/forestprotection

Regulated Tree means:

2. Any tree of any size on public property (By-law No. 68-2013).
3. Any tree with a Diameter at Breast Height (DBH) of 20 cm or greater on private property (By-law No, 40-2022).
4. 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.
5. Any heritage tree pursuant to the *Ontario Heritage Act*, R.S.O., 1990, c.O.18.
6. 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 in the e-form. The chart shows the minimum required distances for determining the **minimum tree protection zone** requirements based on the tree's size.

Note: the **Tree Protection and Preservation SS12A** PDF can be found on the City of Burlington web page under Zoning Clearance Certificates under the Residential Swimming Pool Application, Residential Swimming Pool Resources.

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 1cm 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).

For information on how to measure the trees trunk diameter (diameter at breast height DBH) visit the Forest Protection & Tree Permits webpage:
www.burlington.ca/forestprotection

Qualified Tree Professional

A qualified tree professional is one that has gained recognized certifications, qualifications and expertise in the care and management of trees and will have a certification number. Recognized certifications and qualifications for qualified tree professionals include:

(a) Registered Consulting Arborist (RCA) with the American Society of Consulting Arborists (ASCA);
(b) Board Certified Master Arborist or Arborist Municipal Specialist with the International Society of Arboriculture (ISA);
(c) Registered Professional Forester (RPF) as defined in the *Professional Foresters Act, 2000*, S.O. 2000, c.18;
(d) Certified Arborist with the International Society of Arboriculture; or,
(e) Qualified Tree Risk Assessor with the International Society of Arboriculture (ISA);

Arborist Report, Tree Protection Plan and Tree Replacement Plan

Is an Arborist Report required?

An arborist report is required for all applications which may result in an injury to a **regulated tree and/or where there is a proposal to destroy/remove tree(s) associated with your project**. An injury to a tree can include any physical, biological, or chemical damage to a tree, its branches, or root system. An injury can be caused by the movement or placement of construction materials, equipment, and machinery. If any **construction activity** takes place within the **minimum tree protection zone** of a **regulated tree**, a permit to injure may be required.

The determination of injury, destruction and/or removal shall factor in all project related activities associated with the pool, swim spa or hot tub. This is inclusive of things but not limited to material storage, construction access, and the entire footprint of disturbance including any required over-dig associated with the pool/spa/hot tub installation. Where additional features will be installed (e.g., a concrete pad for your hot tub, or servicing) those details must be clearly identified on your Site Plan including method of transport (e.g., use of a dollies / foot traffic) to assist with the review.

To determine whether an Arborist Report is required, answer the following questions:

1. Will the proposed **construction activity** occur within the **minimum tree protection zone** of a **regulated tree(s)** on the subject property?
2. Will the proposed **construction activity** occur within the **minimum tree protection zone** of a **regulated tree(s)** on public property (e.g., within the municipal boulevard)?

3. Will the proposed **construction activity** occur within the **minimum tree protection zone** of a **regulated tree(s)** that is within 6 metres of the subject property and/or public property?
4. Will the proposed **construction activity** require the destruction and/or removal of a **regulated tree**?

If you answer YES to any of the above, an Arborist Report is required for your pool project.

Is an Arborist Report required when I live in the Rural Boundary?

If you live in the rural boundary and will only be building a pool. An Arborist Report is not required.

If you live in the rural boundary and you will be building a pool and completing additional work such as landscaping, driveway resurfacing, widening, or any excavation, building, trenching, demolition, boring, change of surface, or changes to grade within 6 m of the public trees, an Arborist Report may be required depending on the scope of the project. Contact us to discuss your project further at city@burlington.ca or 905-335-7777.

What information needs to be in an Arborist Report?

- The address of the subject site;
- The author, contact information, and relevant qualifications (e.g., ISA certification #, RPF);
  - All Arborist Reports must be completed by a **qualified tree professional.**
- The date(s) that the assessment was conducted; ensure assessments were completed within the last calendar year;
- An overview of the proposed work and explain what arboricultural work is to be undertaken for each tree(s) (e.g., tree to be injured, tree to be destroyed (removed), tree to be preserved and protected, trees roots to be pruned etc.
- Tree inventory (table of tree details) (refer to tree inventory section);
- A proposal for the replanting or replacing of trees that are to be removed;
- Confirmation that the Tree Protection Zones established and maintained around any trees on the property are in accordance with the City's relevant policies, procedures and specifications (SS12A);
- The minimum frequency of site inspections by a qualified tree professional during proposed works, where applicable;
- Specifications as to the goals of the work;
- Consent letter for the removal and/or injury of boundary tree(s) (those located along the shared property line);
- Consent letter for the removal and/or injury of a neighbour tree(s); and
- Any additional relevant information (e.g., legal survey, TRAQ form, pre-construction exploratory review etc.).

What information needs to be in a Consent Letter?

The consent letter must include:

- The name, address and contact details of all the owners and/or co-owners of the trees associated with the application.
- The exact details of the trees to be injured and/or removed in accordance with the application and arborist report and tree protection plan prepared (e.g., tree identifier, species name, size and location etc.)
- A statement acknowledging the proposal for the tree(s) to be injured and/or destroyed/removed and acceptance of the proposal. For example, I/we understand and are agreeable/consent to the removal of the tree as identified herein that adjoins property X and Y. Additional information can be included in the letter, which would be considered civil in nature and between both parties outside of the City's oversight.

What information needs to be in a Tree Inventory Table?

The tree inventory table must accompany all tree protection plans submitted to the City. A row must be completed for every tree. Please see the example below.

Tree No.	**Tree species**	**Tree Protection Zone (m)**	**Diameter at Breast Height** (1.37m above grade)	**Tree Health (Good, Fair, Poor, Dead etc.)**	**Tree Structure (Good, Fair, Poor, Dead etc.)**	**Tree ownership** (private, public, shared (boundary), neighbours)	**Recommendation: Preserve, injure or destroy (remove)**	**Notes / Mitigative Measures**
1	*Norway maple*	*2.4*	*30cm*	*Fair*	*Fair*	*Private*	*Remove*	*Tree is in the footprint of proposed pool*

Is a Tree Protection Plan required?

Yes. A tree protection is required for every pool application. Information to include on your Tree Protection Plan are identified in the checklist above under information required to be shown on Site Plan. All Tree Protection Plans must be accompanied at a minimum with a tree inventory table (table of tree details). This is the minimum submission requirement for forestry staff to review the application.

A Tree Protection Plan can be prepared by a qualified tree professional, or it may be prepared by the designer/architect/engineer who is coordinating the application. If the required information is not included on the drawing, the application is considered incomplete and will not be accepted. The details for tree protection must be drawn to

scale as identified in the checklist above.

What information is required for trees when I live in the rural boundary?

If you live in the rural boundary and will only be building a pool and will be accessing the property using the existing driveway, please identify that on your site plan. The information requested in the site plan does not need to be provided for private trees but should be provided for public trees if they are within 6m. Please include a note on the Site Plan that no materials are to be delivered and stored in the municipal right-of-way.

If you live in the rural boundary and the equipment and machinery will access the property through the grassed area (softscape) within 6m of the public trees and/or if you are completing additional work such as landscaping, driveway resurfacing, widening, or any excavation, building, trenching, demolition, servicing, boring, change of surface, or changes to grade within 6 m of the public trees, a tree protection plan is required that must demonstrate tree hoarding (fencing) and root protection (as required) in accordance with City's Tree Protection and Preservation Specification SS12A for the public trees. These projects may be subject to an arborist report.

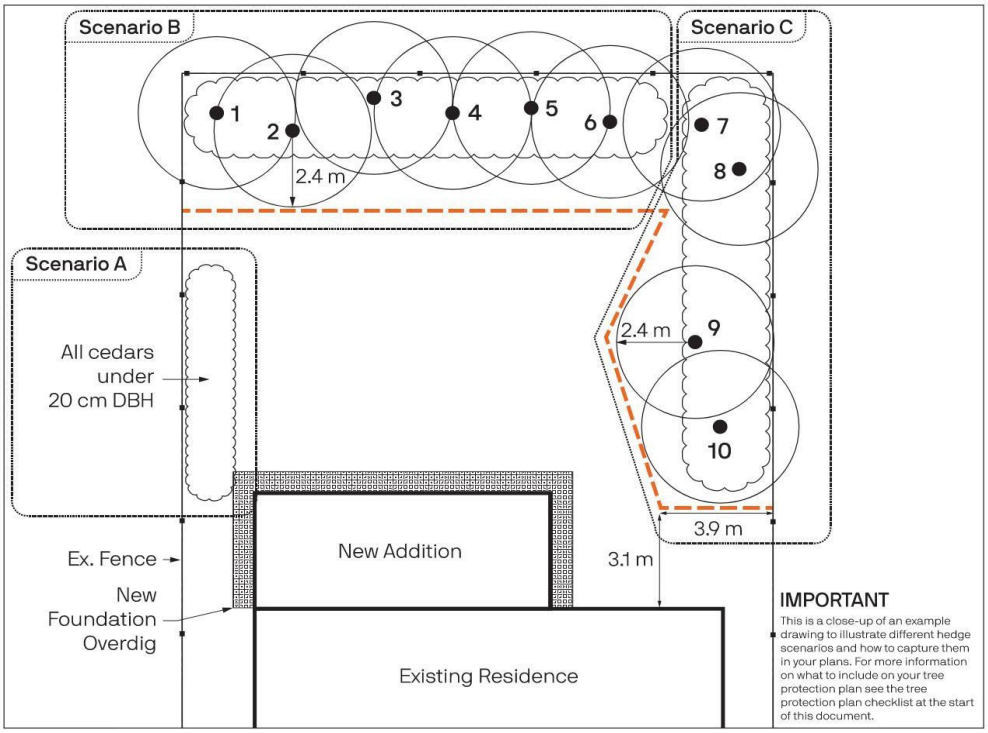
How should I document hedges and regulated trees within them?

Hedges are individual trees planted close together. You will need to consider hedges when planning your project. Below are three different scenarios (A, B, and C) which will assist you in preparing your tree protection plan. Refer to **the sample below** for an example on how to illustrate hedges.

Scenario A: If all trees in a hedge are under regulation size (less than 20 cm DBH), show the dripline (edge of the canopy) of the entire hedge so that it is clear the hedge is acknowledged but unregulated. Use a call-out on the tree protection plan to verify that no trees of regulation size are within the hedge.

Scenario B: If all trees in a hedge are regulated (20 cm DBH or greater), at a minimum the dripline of the entire hedge must be shown as well as the individual trunk and tree protection zone of each regulated tree. Ensure a measurement is provided to clearly identify the tree protection zone and fence location relative to the trunk.

Scenario C: If not all the trees in the hedge are regulated (20cm DBH or greater), at a minimum the dripline of the entire hedge must be shown as well as the individual trunk and tree protection zone of each regulated tree. Ensure that these trees are marked in the backyard with a ribbon or flagging tape. Ensure a measurement is provided to clearly identify the tree protection zone and fence location relative to the trunk.



Sample snapshot image of how to show hedges on a tree protection plan

How many trees do I need to replant?

The number of replacement trees is based on the tree size removed. Refer to the table below to determine how many trees you will be required to plant.

Trunk Diameter (DBH) of the Tree Removed	Compensation Ratio
20 – 35 cm	2:1
36 – 74 cm	3:1
Greater than or equal to 75 cm	4:1

If opting to replant, you must provide a Tree Replacement Plan. The Tree Replacement Plan must show the location where the trees will be planted, the species to be planted and the size of tree to be planted.

Replacement trees must be able to grow to a minimum of 4.5 m height at maturity

Replacement trees must be the following minimum sizes at the time of installation:

- 30 mm caliper if deciduous (broadleaf)
- 125 cm tall if coniferous (evergreen)

There will be a replacement tree security deposit per replacement tree. Once the trees have been replanted and verified by staff, the deposit will be refunded.

Replacement trees must be maintained for a minimum of two years and will be considered a regulated tree under the private tree by-law moving forward.

Refer to www.burlington.ca/forestprotection for the most up to date tree permit fees and securities.

Can I plant trees on another property?

Replacement trees can be planted on another property within the urban boundary in the City of Burlington. Similar details will need to be included on your Tree Replacement Plan in terms of tree species, size and location. The responsibility and duty to maintain the replacement trees will lie solely with the permit holder. The permit holder will be responsible for paying the tree replacement security deposit, and ensuring the trees are planted. The permit holder will be responsible for notifying staff once the trees are installed to get their deposit refunded. Deposits will only be refunded to the payee of the deposit.

A letter of consent from the alternate property owner must accompany the tree replacement plan agreeing to the replacement trees and reference the number of trees, species, sizes and location and acknowledging that that these trees are now regulated under the private tree by-law.

If I do not want to replant, what is my option?

If there is no room for the replacement trees on your private lot or you opt to not replant, there will be a cash-in-lieu fee ('Private Tree Replacement (Cash-in-Lieu') per required replacement tree. This money will be used toward the planting of trees elsewhere within the City. Refer to www.burlington.ca/forestprotection for the most up to date tree permit fees and securities.

When can I remove my tree protection?

Tree protection must stay in place for the entire duration of the project. If you would like to remove your tree protection at any time during your project you must contact the Forestry staff identified on your tree permit to discuss the reason for the request and to identify what exterior work remains (if any). Forestry staff will conduct an inspection of your tree protection before it is removed.