



City of Ottawa Arborist Report Template

This report template is part of an application requirement to remove a distinctive tree in the urban area of Ottawa as referenced in the Urban Tree Conservation By-law 2009-200. In order to minimize processing delays, the applicant should ensure that all required information is included in this application form.

The applicant (or their representative) must submit both the completed Application Form and Arborist Report Template as an attachment via email to forestry@ottawa.ca. An invoice will be generated to the applicant (listed on Application Form) to pay a \$100 non-refundable application fee. Once the Application Form and Arborist report are received, a service request will be sent to a City of Ottawa Forestry Inspector for review.

If construction is planned for a site where distinctive trees (private trees that are 50 cm or greater in diameter) or municipally owned trees will be *retained*, they shall be protected in accordance with city tree by-laws that require protective fencing around the critical root zones (a distance equal to 10 times the diameter of the trunk) of the trees.

Note: All owners of the distinctive tree must be in agreement with the tree removal. You are considered an owner of the tree if any part of the tree trunk (not including root flare) straddles your property.

Arborist Contact Information

Arborist:		
Professional Qualifications: (e.g. ISA Certification No.)		
Company Name:		
Company Address:		
City:	Province: <input type="text"/>	Postal Code:
Phone Number:		Email Address:

Property Owner Contact Information

Property Owner Name:		
Property Address:		
City:	Province: <input type="text"/>	Postal Code:
Phone Number:		Email Address:

Is this property subject to any other application?* Yes No

* Note that approval of other applications including building permits, private approaches and pool enclosure permits are required before a Distinctive Tree Permit can be issued by City Staff.

Tree Information

Tree Species:
Tree Diameter (in centimeters, at 1.2 meters from the ground):
Tree Condition (include health, structural integrity, and vigour):
Property Owner's Reason(s) for Tree Removal:
Arborist's Recommendation(s):
Tree Location on Property (description, map, or sketch):

I hereby declare that all the information in the above report is true.

Arborist Signature:

The following must be signed by the property owner if the Arborist is acting as the Applicant Agent.

I hereby provide permission to _____ (applicant agent) to act on my behalf.

Property Owner(s) Signature: _____

Please visit our website at ottawa.ca/urbantree for more information on the Urban Tree Conservation By-law.