Application for a Certificate of Authorization
Tree Cutting

Eligibility Requirements

Justification for the application

A certificate of authorization is required to cut down any tree having a diameter of 10 cm (4") or more measured at 15 cm (6") from the ground level.

The applicant is asked to place a string around the trunk of the tree that is the object of the current application for tree cutting so that it may be clearly identified on site.

Processing of the application

Certificates of Authorization for tree felling are issued free of charge and, where applicable, are sent to the applicant by email within **twenty (20) working days** of receipt of the application form.

It is important to specify the reason justifying the request and to fill in all required fields on the application form to avoid delays in processing. Once duly completed and signed, please submit the application form to the Public Works Department in either of the following ways:

- In person : Municipal Garage, 25 Claude-Jodoin Street, Kirkland Qc H9H 5E6
- By email : tpadmin@ville.kirkland.qc.ca
- By mail : 17200 Hymus Boulevard, Kirkland QC H9J 3Y8

Please note that where the tree cutting certificate is requested for the purpose of accommodating a new construction, an expansion project or the installation of a swimming pool or a spa, it must be processed together with the application for the required building permit. In such a case, the applicant is asked to submit his/her request to the Urban Planning Department (Kirkland Town Hall, 17200 Hymus Boulevard, Kirkland H9J 3Y8 – urbanisme@ville.kirkland.qc.ca 514 694-4100 x3137).

Replacement of a felled tree

Within **90 days** of felling, **every tree that was cut down in the front yard of a private property, as well as every ash tree felled on private property**, must be replaced with a tree that is at least 1.5 metre in height, other than an ash tree or a prohibited species such as poplars, willow trees, catalpas and silver maples.

The Town offers replacement trees for a minimal fee *(free of charge in the case of an ash tree).*

Particular provisions applicable to ash trees

Within the context of the fight against the spread of the emerald ash borer (AEB), it is prohibited to plant, grow or otherwise cultivate an ash tree within the territory of the municipality. Certain restrictions also apply to the disposal of ash wood. Please visit the Town's website at www.ville.kirkland.qc.ca for more information.

Subsidy Program – The Town offers a subsidy program to treat or fell existing ash trees. For more information on this program, click here or contact:

Public Works Department
Municipal Garage
25 Claude-Jodoin Street, Kirkland QC H9H 5E6
Telephone : 514 630-2727 ◆ tpadmin@ville.kirkland.qc.ca

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IDENTIFICATION OF THE APPLICANT		
First and Last Name :		
Address :		
Telephone :		Cell phone N^{o} :
Email :		

IDENTIFICATION OF THE TREE(S) TO BE FELLED	
Specify tree species (if known) and diameter measured at 15 cm (6'') from ground level – *If application is for more than one tree, indicate their number and specify tree species and diameter for each tree* :	
Reason(s) for felling *(Please check the appropriate box and specify the reason)*	
☐	Diseased or dead tree :
☐	Dangerous tree :
☐	EAB – Ash tree *(Subsidy Program in the fight against the spread of the emerald ash borer)*
☐	Other reason – *Please specify* :
Where the tree cutting certificate is requested for the purpose of accommodating a new construction, an expansion project or the installation of a swimming pool or a spa, the application form must be submitted to the Urban Planning Department (Kirkland Town Hall, 17200 Hymus Boulevard, Kirkland H9J 3Y8) – urbanisme@ville.kirkland.qc.ca 514 694-4100 x3137) to be processed together with the building permit.	

DECLARATION BY APPLICANT

I, the undersigned, _____ hereby acknowledge having read the eligibility requirements and confirm that the information provided on this form is both complete and accurate. I also understand that this form is not an authorization to cut trees and that failure to provide any of the required information may cause a delay in the approval process of my application.

Applicant's Signature : _____ **Date:** _____

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CONTROL MEASURES AGAINST THE SPREAD OF THE EAB	
Number of ash trees that are the subject of the current application	
Subsidy Program in the fight against the spread of the emerald ash borer *(Form remitted to the resident)*	

Received on

Employee's Signature:_____ **Date:**_____

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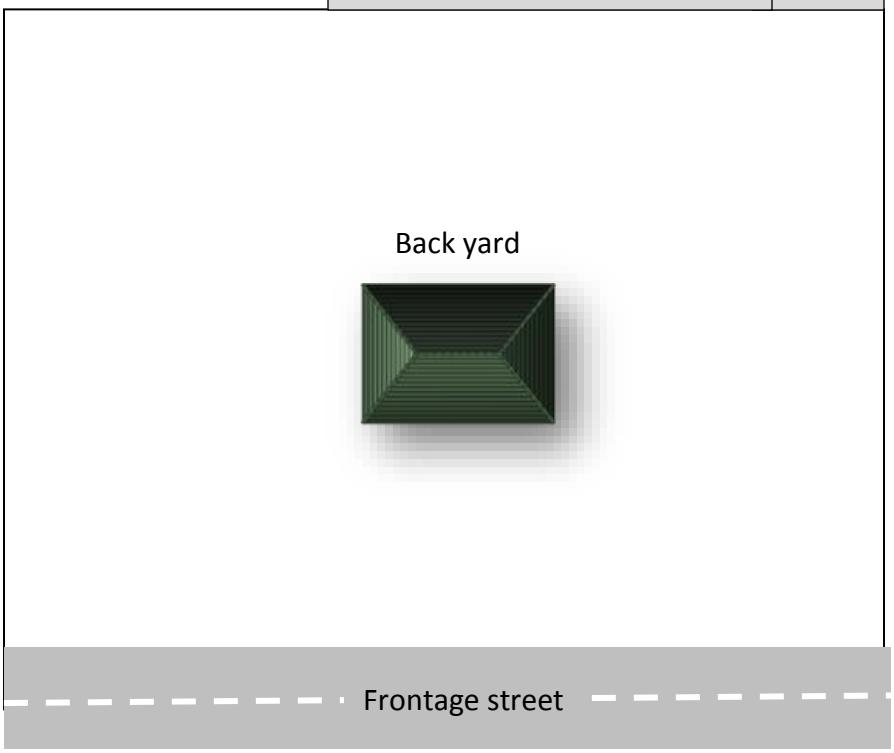
Indicate the total number of trees to be felled on the property	

SKETCH

Identify the approximate location of every existing tree on the property as well as the outline of the property using the following legend:

Legend

- EAB — Ash tree to fell
- Ash tree to treat
- Tree, other than an ash tree, to fell *(indicate its diameter)*
- Tree, other than an ash tree, to preserve
- Property line
- Main building *(aerial view)*



Every tree that is the object of this application must be identified with a string placed around its trunk to facilitate on-site tracking

_____

Address

SECTION RESERVED FOR THE USE OF TH TOWN OF KIRKLAND

TREE CUTTING REQUEST		TREE N°	DBH	REASON	TREE TO BE REPLACED	
Accepted	Refused				Yes	No

Employee's Signature : _____ **Date:** _____