

**SCHEDULE "A"**

**FEE SCHEDULE FOR APPLICATIONS**

**The following fees will apply for the purpose of this By-law:**

Application for Good Forestry Practices Permit	\$25.00
Application for Minor Exemption	\$200.00
Application for Committee Exemption	\$500.00
Notice to Harvest Sign (Cost of the sign)	\$5.00
Public Notice Sign (Cost of the sign)	\$5.00

Please make all cheques payable to **'Treasurer - County of Oxford'**

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**SCHEDULE "B"**

COUNTY OF OXFORD

**APPLICATION FOR GOOD FORESTRY PRACTICES PERMIT**

PURSUANT TO WOODLANDS CONSERVATION BY-LAW NO. \_\_\_\_\_-2015

Completed Application must be received by the By-law Officer at least 20 business days prior to the commencement of the harvest, destruction or injury of trees, together with a cheque made payable to the Corporation of the County of Oxford in the amount as indicated in Schedule "A", as amended from time to time. All sections must be filled out completely, to the satisfaction of the Woodlands By-law Officer.

Please submit the completed application to the Woodlands By-law Officer, P.O. Box 1614, 21 Reeve Street, Woodstock, ON N4S 7Y3. The By-law Officer can also be contacted at 519 539 9800, ext 3132 or by e-mail at [woodlandsd@oxfordcounty.ca](mailto:woodlandsd@oxfordcounty.ca).

PLEASE PRINT CLEARLY

**Silvicultural Prescription Information**

All applications for Good Forestry Practices Permits must be accompanied by a forest operations *silvicultural prescription* prepared and/or approved by a Qualified OPFA Member which includes the following information, in accordance with approved practices of the Ontario Professional Foresters Association, as amended from time to time. A *silvicultural prescription* will generally include the following information:

Site and Stand Conditions:

- tree species composition by percentage
- regeneration status
- quality of stand, including health (disease/insects)
- limitations
- stand history, including any previous silviculture operations
- sensitive or special features
- date of inventory
- acreage of the woodland
- current stocking, stand structure or basal area distribution

Habitat, Biodiversity and Recreation Consideration

Short and Long Term Objectives

A record of Discussions with the Landowner and Signature of the Landowner

Tree Marking Direction

- residual basal area or stocking
- directions for improvement of health, quality, species diversity, stand structure and/or size class distribution
- silviculture system to use for marking

Estimated Time of Next Silviculture Intervention

**Map of Site and Stands to Harvest**

The map must be legible and include property boundaries, abutting roads, preferred entry points for inspection, location of buildings and structures on the property, forested areas and proposed harvest areas, logging access, drains, watercourses, power lines and other features and a north indicator.

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: Residence \_\_\_\_\_ Business \_\_\_\_\_ Fax \_\_\_\_\_

E-mail: \_\_\_\_\_

Woodland location: Lot \_\_\_\_\_ Con. \_\_\_\_\_ Former Township: \_\_\_\_\_

\_\_\_\_\_





**SCHEDULE "C"**

**APPLICATION FOR MINOR EXEMPTION**

Completed Application, including the application fee, must be received by the By-law Officer at least 30 business days prior to the commencement of the harvest, destruction or injury of trees. All sections must be filled out completely, to the satisfaction of the Woodlands By-law Officer.

Payment may be made by cash, cheque or credit card. Cheques should be made payable to the Corporation of the County of Oxford in the amount as indicated in Schedule "A", as amended from time to time. All sections must be filled out completely, to the satisfaction of the Woodlands By-law Officer.

Please submit the completed application to the Woodlands By-law Officer, P.O. Box 1614, 21 Reeve Street, Woodstock, ON N4S 7Y3. The By-law Officer can also be contacted at 519 539 9800, ext 3132 or by e-mail at [woodlands@oxfordcounty.ca](mailto:woodlands@oxfordcounty.ca).

PLEASE PRINT CLEARLY

Name(s) of Registered Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Applicant (if other than the registered owner):

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

If purchased within the last three years, please provide name and address of former owner and the date property was purchased.

\_\_\_\_\_

\_\_\_\_\_

**Reason for Removal of Trees**

This application for Minor Exemption Permit is requested for the following reason (please circle the appropriate reason):

- i) The harvest or destruction of trees along the immediate perimeter of a productive agricultural field
- ii) The harvest or destruction of trees necessary to facilitate the installation, maintenance or repair of open or closed private drainage works
- iii) The pruning or trimming of trees required to facilitate the efficient passage of agricultural equipment

Please provide a description of the proposed works in the space provided or attach a separate sheet.

Please provide a sketch or drawing of the subject lands, illustrating the subject property, the extent of the woodlands and the area from which trees will be removed.

Upon approval of this application, an onsite inspection will be made and the perimeter of the forest cover which will remain will be marked by paint or other means that clearly indicates the extent of the approved Minor Exemption Permit area.

I agree that operations will be in accordance with the provisions of the County of Oxford Woodlands Conservation By-Law \_\_\_\_\_ and that I am familiar with the contents and requirements of this By-Law and acknowledge having received a copy thereof. I further agree that any tree harvested will be in accordance with Good Forestry Practice.

Further, I agree to contact the By-Law Officer (fax: 519 421 4711 or e-mail [woodlands@oxfordcounty.ca](mailto:woodlands@oxfordcounty.ca)) 24 hours prior to commencing the harvesting of trees. In the event of a mail disruption this form may be delivered to any area municipality office.

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Personal information on this form is collected under the authority of the *Municipal Act*. Pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, questions about the collection of personal information should be directed to the County Clerk.

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Owner

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Date

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**SCHEDULE "D"**

**APPLICATION FOR COMMITTEE EXEMPTION**

Completed Application, including the application fee, must be received by the By-law Officer at least 90 business days prior to the commencement of the harvest, destruction or injury of trees. All sections must be filled out completely, to the satisfaction of the Woodlands By-law Officer.

Payment may be made by cash, cheque or credit card. Cheques should be made payable to the Corporation of the County of Oxford in the amount as indicated in Schedule "A", as amended from time to time. All sections must be filled out completely, to the satisfaction of the Woodlands By-law Officer.

Please submit the completed application to the Woodlands By-law Officer, P.O. Box 1614, 21 Reeve Street, Woodstock, ON N4S 7Y3. The By-law Officer can also be contacted at 519 539 9800, ext 3132 or by e-mail at [woodlands@oxfordcounty.ca](mailto:woodlands@oxfordcounty.ca).

PLEASE PRINT CLEARLY

Name(s) of Registered Owner \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Applicant (if other than the registered owner) **NEED TO INCLUDE SIMILAR TO SCHED "C"**

**Location of Trees Affected/Ownership**

Municipality: \_\_\_\_\_ Assessment Roll #: \_\_\_\_\_

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ 911 Address: \_\_\_\_\_

Is the property owned by the applicant? \_\_\_\_\_ YES \_\_\_\_\_ NO (if NO, authorizing letter must be attached)

If purchased within the last three years, state name and address of former owner and the date property was purchased.

\_\_\_\_\_

**Property/Forest Description**

This application is requesting a Permit to remove the following: (please indicate)

Total area: \_\_\_\_\_ Hectares: \_\_\_\_\_ Acres: \_\_\_\_\_

Total Woodland size on property: Hectares: \_\_\_\_\_ Acres: \_\_\_\_\_

Tree species to be destroyed on the described land:

\_\_\_\_\_

This Exemption is requested for the following reasons, including description of end use after trees have been destroyed:

\_\_\_\_\_

\_\_\_\_\_

Is the applicant willing to offset the destruction of trees on the subject property through replanting trees on the said property? \_\_\_\_\_ YES \_\_\_\_\_ NO

If the applicant cannot replant in lieu of destruction is the applicant willing to make payment in lieu of destruction? \_\_\_\_\_ YES \_\_\_\_\_ NO

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Owner

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Date

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Applicant

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Date

DRAFT



# PUBLIC NOTICE

## WOODLANDS CONSERVATION BY-LAW \_\_\_\_\_

This posted notice does not imply unrestricted access. Interested parties must receive permission to enter these forested lands from the landowner.

An APPLICATION FOR AN EXEMPTION TO WOODLANDS CONSERVATION BY-LAW NO. \_\_\_\_\_ HAS BEEN RECEIVED BY COUNCIL AFFECTING THESE FORESTED LANDS.

Municipality: \_\_\_\_\_ Assessment Roll #: \_\_\_\_\_

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ 911 Address: \_\_\_\_\_

Landowner: \_\_\_\_\_

THE APPLICATION  
SUBMITTED REQUESTS THE CLEARING OF \_\_\_\_\_  
HECTARES OF FORESTED LAND.

Deadline for Written Comments:

COMMENTS CAN BE SUBMITTED TO THE ADDRESS LISTED BELOW:

Community and Strategic Planning Office  
County of Oxford,  
P. O. Box 1614, 21 Reeve Street  
Woodstock, ON N4S 7Y3

**This Notice is posted under the authority of the County of Oxford Woodlands Conservation By-Law No. \_\_\_\_\_**

This Notice is to remain posted no less than ten (10) business days prior to the consideration of this application.

**FURTHER INFORMATION OR WRITTEN NOTICE IS AVAILABLE FROM**

County of Oxford By-law Officer  
539-9800 Ext. 3132 or e-mail [woodlands@oxfordcounty.ca](mailto:woodlands@oxfordcounty.ca)

SCHEDULE "F"

# ORDER TO DISCONTINUE ACTIVITY

YOU ARE HEREBY DIRECTED AND ORDERED TO forthwith stop, halt, cease and desist from any and all works associated with the destruction of trees or removal thereof from those lands comprising;

MUNICIPAL ADDRESS/LEGAL DESCRIPTION OF THE PROPERTY:

\_\_\_\_\_

LOT: \_\_\_\_\_ CONCESSION: \_\_\_\_\_ MUNICIPALITY: \_\_\_\_\_

OWNER/INDIVIDUAL RESPONSIBLE FOR DESTRUCTION OR INJURY OF TREES:

\_\_\_\_\_

DESCRIPTION OF INFRACTION:

\_\_\_\_\_

\_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Effective Order Date: \_\_\_\_\_ To: \_\_\_\_\_

Signature of Officer: \_\_\_\_\_ Date: \_\_\_\_\_

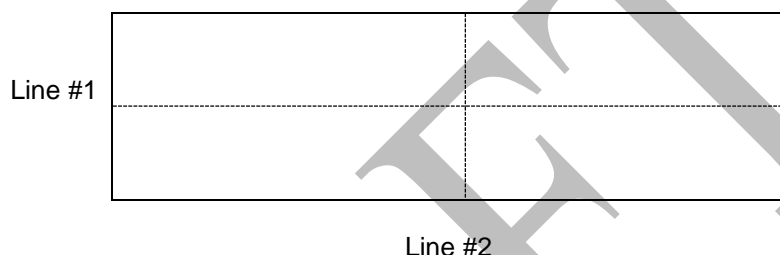
Pursuant to Woodlands Conservation By-Law \_\_\_\_\_, Section ?8, subsection (?e), Where the person to whom the Order is directed has been served in accordance with this By-Law is not satisfied with the terms of the Order, the person may appeal to the Council by filing Notice of Appeal by personal service or certified mail to the County Clerk within 30 days after the date of Order.

## SCHEDULE "G"

### BASAL AREA CALCULATION AND ASSESSMENT

1. Point Sampling is defined as a method of selecting trees for measurement and for estimating stand basal area using tree size rather than frequency as the main parameter. Trees are tallied at a sample location or point sample, with the selection probability being proportional to the basal area of the trees. In point sampling, a 360-degree sweep is made with an angle gauge about a fixed point, and the stems whose breast height diameter appear larger than the fixed angle subtended by the angle gauge are included in the sample. Point samples will be taken using a factor 2 prism.
  
2. Basal Area will be assessed every 30 metres along a fixed compass bearing through a forest stand in which harvesting has occurred. The first point sample will be placed 60 metres from the dripline of the woodland. No less than 3 point samples will be taken along a compass bearing through a forest stand. If the average basal area/hectare is found to be below the requirements of the by-law, then a second compass line will be established from the mid-point of the 1<sup>st</sup> compass line and will run in a direction 90° from the compass bearing from the 1<sup>st</sup> line.

See sample illustration below:



3. Where the width of the woodland does not allow the 30 metre fixed compass bearing, one line will be established along a fixed compass bearing down the centre of the woodland.

The following format will be used in calculating average basal area per hectare:

#### Stations Tallied

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40

Plot #	Small 26-40 cm		Medium 42-48 cm		Large 50-60 cm		X-Large 62+ cm		Total All Sizes		Total **
	AGS	UGS	AGS	UGS	AGS	UGS	AGS	UGS	AGS	UGS	
# of trees											

\*\* Total Trees (\_\_\_\_) x Basal Area Factor (\_\_\_\_) = (\_\_\_\_) Actual BA/Ha  
# of Stations (\_\_\_\_)

#### Basal Area Calculation and Assessment

To assess tree infractions, a minimum of 1 plot per hectare will be established for areas up to 10 hectares (25 acres), and 1 plot for every additional 5 hectares (12 acres). Plots will be placed 80 meters (262 ft.) apart and 40 meters (131 ft.) from stand edges.

In cases where the maximum DBH encountered is less than 60cm. The plot distance may be 60 meters (197ft.) and 30 meters (98ft.) from the stand edges. In any case sampling is to be done by a method customarily used in forestry practice.

SCHEDULE "H"

# PERMIT

Permission is hereby granted by the Council of the County of Oxford to harvest, destroy or injure trees under the supervision of the By-law Officer as outlined below:

REFERENCE APPLICATION # \_\_\_\_\_

ISSUED TO: \_\_\_\_\_

LOT: \_\_\_\_\_ CONCESSION: \_\_\_\_\_

MUNICIPALITY: \_\_\_\_\_

DATE OF ISSUE: \_\_\_\_\_

DATE OF EXPIRY: \_\_\_\_\_

BY: OXFORD WOODLANDS BY-LAW COMMITTEE

PER: \_\_\_\_\_

SCHEDULE "I"

**NOTICE of TREE HARVEST**

DO NOT ENTER during harvesting for your own safety.

This notice does not imply unrestricted access.

Permission to enter these lands must be granted by the landowner.

Contractor: \_\_\_\_\_

Phone: \_\_\_\_\_

Owner: \_\_\_\_\_

Timber Harvest Date: \_\_\_\_\_

Timber Marked By: \_\_\_\_\_

Phone Number of Marker: \_\_\_\_\_

This Notice is posted under the authority of the County of Oxford Woodlands Conservation By-Law No. \_\_\_\_\_.

This Notice is to be posted prior to the commencement of harvest and remain posted no less than 10 days after completion of harvest. Failure to post and removal prior to this period is a chargeable offence.

If you should have any questions or concerns regarding this timber harvest, please contact:

**County of Oxford By-law Officer at 519-539-9800 Ext. 3132 or via e-mail at [woodlands@oxfordcounty.ca](mailto:woodlands@oxfordcounty.ca)**

TICKETABLE OFFENCES

<b>SHORT FORM WORDING</b>	<b>Offences Creating Provision</b>	<b>Set Fine, includes Court Costs</b>
Failing to notify the County of Oxford prior to the injuring or destruction of trees by the landowner or person acting on behalf of the landowner.	Section	\$400.00 plus court costs
Failure to erect a sign.	Section	\$400.00 plus court costs
Failure to give 24 hours notice.	Section	\$400.00 plus court costs
No person shall contravene the conditions of a Permit.	Section 2 (d)ii	\$400.00 plus court costs
Leave a top higher than 3.5 m (11.5 ft) from the ground that is not scheduled for removal for use of firewood.	Section	\$400.00 plus court costs
Attempt to obstruct an Officer.	Section	\$400.00 plus court costs
Harvest, destroy or injure a tree which results in any part thereof crossing a property boundary without the written permission of the adjoining landowner.	Section	\$400.00 plus court costs
Harvest, destroy or injure a tree which is on the property boundary without the written permission of the adjoining landowner.	Section	\$400.00 plus court costs
Operate a vehicle, equipment or machinery, or conduct their operations in a manner or at such time that results in the leaving of any part of a tree in a watercourse, including any trees that have not been cut, but have been pushed, knocked over or otherwise ended up in a watercourse.	Section	\$400.00 plus court costs