

APPENDIX A

City of Vaughan Forestry Subdivision Inspection Guide



Updated
2-6-2025



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Forestry Subdivision Inspection

Submit a new Forestry Subdivision Inspection Request from Portal

Sign In 'Service Request Portal', click on the 'Add New Service Request' button from Portal Home page.

Service Request Portal

Service Request Portal allows to request Solid Waste, Water, Wastewater, Stormwater Services, Infrastructure Engineering Drawing Requests, Park and Forestry Services.

My Service Requests
Please use this section to view and manage your service requests. Click Add New Service Request button to add a new service request.

Type to filter the table columns...

+ Add New Service Request

Record ID	Service Type	Status	Location/Address	Requested Date	Actions
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Click 'Park and Forestry Services' radio button in **Service Type**.

New Service Request

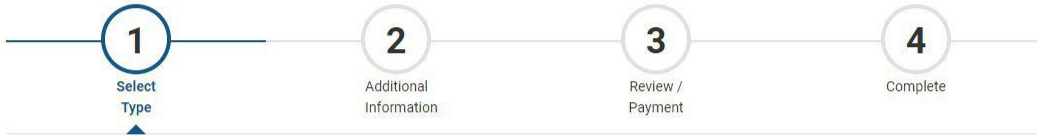
Please Select One Option in Each Category:

Service Type:

- Purchase Garbage Tags
- Request/Exchange/Purchase Bins
- Residential Appliance and Metal Pick Up
- Water/Wastewater Services
- Infrastructure Engineering Drawing Request
- Park and Forestry Services

Cancel **Restart**

Click 'Forestry Subdivision Inspection' radio button.



New Service Request

Please Select One Option in Each Category:

Service Type:

Park and Forestry Services

Select:

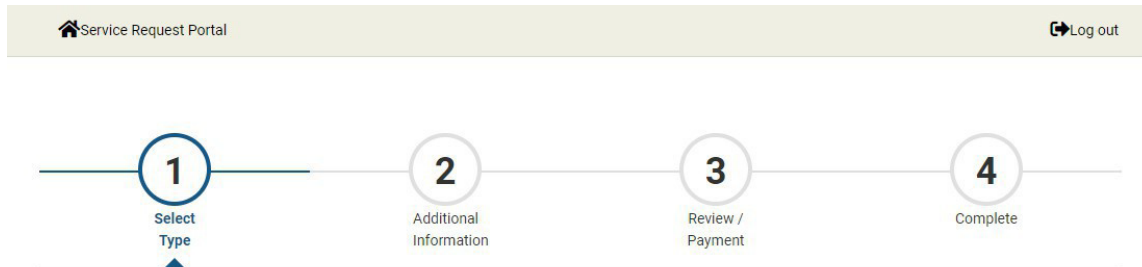
Access Agreement (City Property)

Bench or Tree Dedication

Forestry Subdivision Inspection

Tree Removal Permit and Protection

Click one radio button to match your request in Inspection Type.



New Service Request

Please Select One Option in Each Category:

Service Type:

Park and Forestry Services

Select:

Forestry Subdivision Inspection

Inspection Type:

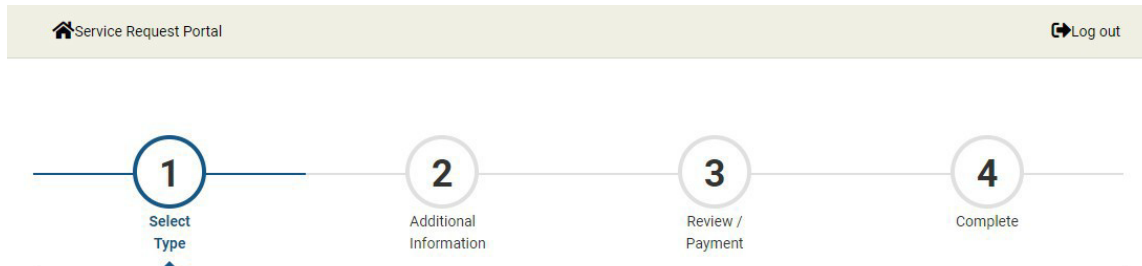
Maintenance Period Commencement (Partial) - Partial is a part of the 65M#, when the 65M# is divided. The partial will be given it's own number.

Maintenance Period Commencement (Full) - Full is the entire 65M# that is to be inspected.

Assumption (Partial) - Partial is a part of the 65M#, when the 65M# is divided. The partial will be given it's own number.

Assumption (Full) - Full is the entire 65M# that is to be inspected.

Then click 'Continue' button.



New Service Request

Please Select One Option in Each Category:

Service Type:

Park and Forestry Services

Select:

Forestry Subdivision Inspection

Inspection Type:

Maintenance Period Commencement (Full) - Full is the entire 65M# that is to be inspected.

In the People Details page, enter Developer, Landscape Architect and Authorized Contact People information. If they are same as Applicant (you), select 'Yes', do NOT need to enter Name, Address, Phone Number and Email Address, please leave them empty.

People Details
Please enter People information if they are different from the Applicant.

Developer

Same as Applicant? (If No, fill in the following information)

Yes No

First Name Last Name Organization

Street No. Street Name Street Type Apt/Unit No.

City Province Postal Code Phone Number(Bus./Home)

Cell No. Email

If they are different from Applicant (you), select 'No', enter Name, Address, Phone Number and Email Address. Follow the same steps in Landscape Architect and Authorized Contact People sections, then continue 'Continue' button.

People Details

Please enter People information if they are different from the Applicant.

Developer

Same as Applicant? (If No, fill in the following information)

Yes No

First Name

John

Last Name

Smith

Organization

ABC Development Inc

Street No.

2121

Street Name

Major Mackenzie

Street Type

Drive

Apt/Unit No.

City

Vaughan

Province

Ontario

Postal Code

L4H 7L8

Phone Number(Bus./Home)

9056676789

Cell No.

Email

johns123@gmail.com

In Application Details page, enter Application Details information, click 'Continue' button.

Application Details

Please provide additional details for your application.

Location

Subdivision/Project Name	19T#
<input type="text"/>	<input type="text"/>
<small>* This input field is required.</small>	<small>* This input field is required.</small>

65M#

* This input field is required.

Location Address

Block Number	Ward
<input type="text"/>	<input type="text"/>
<small>* This input field is required.</small>	<small>* This input field is required.</small>

Phase # (if applicable)	Site Plan Type
<input type="text"/>	<input type="text"/>
	<small>* This input field is required.</small>

Inspection

Name of Landscape Contractor	Description of Work Completed
<input type="text"/>	<input type="text"/>
<small>* This input field is required.</small>	<small>* This input field is required.</small>

Value of Remaining Works[?]

* This input field is required.

Description of Remaining Works

* This input field is required.

Subdivision

List Legal Description, Lot or Civic Number Affected and Streets

In Supporting Documents page, upload all documents for this application. Each supporting document type must be uploaded individually. Mandatory documents must be uploaded before clicking 'Continue'. Click 'Continue' to go to next page.

Supporting Documents
The following documents must be provided.

1. Engineering Inspection Request
2. As-Built Landscape Drawings
3. Letter Indicating Any Changes to Approved Drawings
4. Approved landscape drawings

You do not have any document(s) at this moment

Upload New Document, If you are not required to upload a document please click 'Continue' button.

Steps:

1. Select the Document Type and complete the Description;
2. Click the 'browse' button to upload file or Drag and Drop the file;
3. Click the 'Upload Document' button.

Document Type Description

* This input field is required.

File

Drag or Browse to select file(s) to upload

* This input field is required.

The last page is the Review page. Please review the information and then click 'Continue' button.

You have completed the submission. Click 'Go to Home' button to return to the Service Request Portal Home page. The new application will be on the top of 'My Service Request' list.

A hardcopy of the subdivision planting maps will be required. Maps are to be delivered to the Tree Permitting and Plan Review Team at 2800 Rutherford Road.

Your submission will be reviewed by the Tree Permitting and Plan Review team.

Once the inspection has been completed, the results will be provided via email.

Resubmitting Corrected Deficiencies

If you have corrected deficiencies to be reinspected, but have not submitted documentation on-line previously, a new service request must be submitted. (Please refer to page 2)

If your submission has deficiencies that need correction, a resubmission will be required. Reasons for resubmission include:

- High deficiencies
- Encroachments
- Holdback

All deficiencies are to be corrected.

When deficiencies have been corrected and are ready for inspection, a new service request must be submitted. In the service request portal, navigate to 'My Service Requests', scroll to the corresponding Subdivision application, and you will have the option to select 'Reinspection' on the right side.

My Service Requests

Please use this section to view and manage your service requests. Click Add New Service Request button to add a new service request.

+ Add New Service Request

Record ID ▾	Service Type	Status	Location/Address	Requested Date	Actions
627432	Forestry Subdivision Inspection / Completion Approval / Partial	Incomplete Submission	██████████		▶ Continue ✕ Cancel
627429	Forestry Subdivision Inspection / Completion Approval / Full	In Progress	██████████	██████████	i Detail
627381	Forestry Subdivision Inspection / Completion Approval / Full	Inspection Failed	██████████	2024-01-30	i Detail ✕ Reinspection

This selection will prompt the Tree Permitting and Plan Review team to revisit the site and assess any previous deficiencies. Once the inspection has been completed, the results will be provided via email.

The first re-inspection of the subdivision is performed at no additional charge, however subsequent re-inspections charges will apply.