

## APPENDIX D

### EXAMPLE OF TEMPLATE LETTER FOR ENCROACHMENT NOTIFICATION

This letter is being sent to you on behalf of [Developer Name], the developer of the lands within your community.

The City of Vaughan has identified that landscape works at [address] and/or within the city's right-of-way adjacent to your property may impact a tree that will be owned by the City of Vaughan after assumption. As your subdivision has not been assumed, it is the developer's responsibility to remove and restore the landscaping within the city's right-of-way to match the approved landscape drawings.

If the developer chooses not to remediate the encroachment then the City has agreed to allow the developer to plant additional trees in other locations. The property owners at [address] will waive the right to request any maintenance or replacement of the city owned tree that is impacted by the landscaping. In accordance with the Tree Protection By-Laws, you and future owners are responsible for not further harming the tree.

Should the city owned tree require maintenance and/or removal, the city or its contractors will have no liability for any damage to the installed landscaping during the associated works and subject trees may not be eligible for replacement.

Should you have any questions, please do not hesitate to contact the undersigned.