

# Certificate of Completion for Assumption

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**(Company Letterhead)**

**(Date)**

Planning Services Department  
The Corporation of the Town of Caledon  
6311 Old Church Road  
Caledon, Ontario  
L7C 1J6

Attention: **(Name of Landscape Architect)**

Re: Assumption Certification - **(Naturalization or Streetscape)**  
**(Subdivision Name)**  
**(Subdivision Application Numbers, 43M-\_\_\_\_\_ & 21T-\_\_\_\_\_)**  
**(Legal Description/Municipal Address)**

This letter certifies that I, **(Full Name of Landscape Consultant)** of **(Name of Company)**, being a Professional Landscape Architect in good standing as a full member of the Ontario Association of Landscape Architects, have reviewed all associated landscape files and performed an 'Assumption Inspection' for the above referenced project on **(Month, Day, Year)**.

Upon completion of the above noted inspection(s), I hereby certify that all landscape works shown on the approved plans have been constructed and implemented in conformance with the approved details and specifications and associated documents for the above-referenced project. All landscape items have been installed and all plant material is in good health.

Yours truly,

**(Name and Title of Landscape Consultant)**  
**(Name of Company)**  
**(Professional Stamp)**

# Certificate of Completion for Interim Acceptance

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**(Company Letterhead)**

**(Date)**

Planning Services Department  
The Corporation of the Town of Caledon  
6311 Old Church Road  
Caledon, Ontario  
L7C 1J6

Attention: **(Name of Landscape Architect)**

Re: Interim Acceptance Certification - **(Naturalization or Streetscape)**  
**(Subdivision Name)**  
**(Subdivision Application Numbers, 43M-\_\_\_\_\_ & 21T-\_\_\_\_\_)**  
**(Legal Description/Municipal Address)**

This letter certifies that I, **(Full Name of Landscape Consultant)** of **(Name of Company)**, being a Professional Landscape Architect in good standing as a full member of the Ontario Association of Landscape Architects, have reviewed all associated landscape files and performed an 'Interim Acceptance Inspection' for the above referenced project on **(Month, Day, Year)**.

Upon completion of the above noted inspection(s), I hereby certify that all landscape works shown on the approved plans have been constructed and implemented in conformance with the approved details and specifications and associated documents for the above-referenced project. All landscape items have been installed and all plant material is in good health.

Yours truly,

**(Name and Title of Landscape Consultant)**  
**(Name of Company)**  
**(Professional Stamp)**

# Certificate of Completion for Preliminary Acceptance

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**(Company Letterhead)**

**(Date)**

Planning Services Department  
The Corporation of the Town of Caledon  
6311 Old Church Road  
Caledon, Ontario  
L7C 1J6

Attention: **(Name of Landscape Architect)**

Re: Preliminary Acceptance Certification - **(Naturalization or Streetscape)**  
**(Subdivision Name)**  
**(Subdivision Application Numbers, 43M-\_\_\_\_\_ & 21T-\_\_\_\_\_)**  
**(Legal Description/Municipal Address)**

This letter certifies that I, **(Full Name of Landscape Consultant)** of **(Name of Company)**, being a Professional Landscape Architect in good standing as a full member of the Ontario Association of Landscape Architects, have reviewed all associated landscape files and performed a 'Preliminary Acceptance Inspection' for the above referenced project on **(Month, Day, Year)**.

Upon completion of the above noted inspection(s), I hereby certify that all landscape works shown on the approved plans have been constructed and implemented in conformance with the approved details and specifications and associated documents for the above-referenced project. All landscape items have been installed and all plant material is in good health.

Yours truly,

**(Name and Title of Landscape Consultant)**  
**(Name of Company)**  
**(Professional Stamp)**

## **Consultant's Letter of Retention**

*This letter is to be submitted to the Manager of Development (East/West) Planning Services as part of the First Engineering submission.*

### **COMPANY LETTER HEAD**

#### **DATE**

Planning Services Department  
6311 Old Church Road  
Caledon, Ontario  
L7C 1J6

Attention: (Name of Manager of Development East/West)  
Manager of Development (East/West), Planning Services  
Re: **NAME OF SUBDIVISION**  
**21T NUMBER**

Dear (Sir/Madam),

This is to state that our firm has been retained by (NAME OF DEVELOPER) for the purpose of carrying out those functions as outlined in the proposed Subdivision Agreement for 21T-NUMBER.

I also certify that I, (NAME OF PROFESSIONAL) of (NAME OF COMPANY) being a Professional Engineer in good standing in the Province of Ontario and licensed to perform consulting engineering services in the Province of Ontario, have received and reviewed The Development Standards, (as amended) prepared by the Town of Caledon and agree to comply with said Standards. I also certify that the submission of drawings and reports have been prepared in accordance with these Standards and I acknowledge that the Town will only accept Complete Submissions. (If any of the Standards have not been met, then list which ones with a brief summary of the issue(s) and the engineering principle that concluded the reason(s) for non-compliance). I also certify that I am familiar with the Conditions of Draft Approval.

It is also understood that a mandatory meeting is required with the Planning Services Development Engineering review team at the time of first submission to provide the review team with an overview of the submission.

It is also understood and agreed that during all phases of construction of said subdivision, our firm will provide full time supervision by qualified personnel of all servicing, grading and drainage works unless otherwise approved in writing by the Town.

It is also understood and agreed to that our firm will provide at a minimum weekly inspections of all erosion and sediment control facilities plus provide reports with recommended maintenance and repairs as per the Town requirements until such time that the subdivision has been assumed or as otherwise approved in writing by the Town.

Yours truly,

*(LETTER TO BE SIGNED AND STAMPED BY A PROFESSIONAL ENGINEER WITH SIGNING  
AUTHORITY FOR THE CONSULTING FIRM)*

## **Consulting Engineer's Letter regarding Drawing Submission Requirements**

*This letter is to be submitted to the Manager of Development (East/West) Planning Services as part of the First Engineering submission.*

Date:

Town of Caledon  
6311 Old Church Rd.  
Caledon, Ontario  
L7C 1J6

Attention: (Name of Manager of Development (East/West))  
Manager of Development, Planning Services

Re: (Name of Subdivision)  
21T-

Dear (Sir/Madam)

This is to state that our firm has reviewed the Development Digital Submissions Requirements Manual we can confirm that the drawings submitted conform to the requirements of the manual.

Yours very truly,

*(A Professional Engineer with signing authority for the Consulting Firm)*  
*(Engineering's Stamp)*

## **Geotechnical Engineer's Letter of Retention**

*This letter is to be submitted to the Manager of Development (East/West) Planning Services as part of the First Engineering submission.*

Date:

Town of Caledon  
6311 Old Church Rd.  
Caledon, Ontario  
L7C 1J6

Attention: (Name of Manager of Development (East/West))  
Manager of Development, Planning Services

Re: (Name of Subdivision)

Dear (Sir/Madam)

This is to state that our firm has been retained by the Developer to supervise, in total, the installation of the bedding and backfilling of all trenches within the road allowances and easements within the above noted Subdivision.

We understand that we are to certify to the Owner and the Town that we have carried out sufficient testing to obtain a representative report as to the compaction of the backfill, and that we find the backfill to be in compliance with Town Specifications and requirements. We also certify that the full time inspection will be provided during Town Works which includes but is not limited to:

- Servicing works
- Backfilling
- Placement and compaction of engineered fill
- Roadways including core samples and falling weight deflection tests

We shall also confirm that final sub-grade conditions are equal or better than those anticipated in the preparation of the pavement design.

Yours very truly,

*(A Professional Engineer with signing authority for the Geotechnical Firm)*  
*(Engineering's Stamp)*

# Landscape Architect Letter of Conformance

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(Company Letterhead)  
(Date)

Development Approval and Planning Policy Department  
The Corporation of the Town of Caledon  
6311 Old Church Road Caledon, Ontario  
L7C 1J6

Attention: (Name of Lead Planner)

Re: Landscape Letter of Conformance  
(Project Name)  
(Site Plan Application Number)

This letter certifies that I, **(Full Name of Landscape Consultant)** of **(Name of Company)**, being a Professional Landscape Architect in good standing as a full member of the Ontario Association of Landscape Architects, have reviewed and understood the Town of Caledon – Landscape Standards as outlined in the Site Plan Control Manual dated **(Provide Date of Manual)** and the following relevant Urban Design Guidelines: **(List Design Guidelines Reviewed, if Applicable)**.

I also certify that I have visited the site, am familiar with this property and surrounding properties and have designed all aspects of the landscape site plan accordingly.

The aforementioned landscape site plan submission containing the following drawings as required in the Site Plan Control Manual **(List all drawings by number with revision number if applicable)** attached hereto meets all the criteria as set out in the 'Site Plan Control Manual'. **(If any of the guidelines or standards have not been met, then carefully list which ones with a brief summary of the issue (s) and the landscape design principle that concluded the reason (s) for non compliance).**

The submitted 'Landscape Site Plans' do not adversely affect any of the adjacent properties. The package contained herein also meets all applicable laws of Ontario and has been designed in accordance with sound landscape architectural principles.

Yours truly,

(Name and Title of Landscape Consultant)  
(Name of Company)  
(Professional Stamp)



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

# Landscape Architect Letter of Conformance

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(Company Letterhead)  
(Date)

Planning Services Department  
The Corporation of the Town of Caledon  
6311 Old Church Road Caledon, Ontario  
L7C 1J6

Attention: (Name of General Manager)

Re: Landscape Letter of Conformance  
(Subdivision Name)  
(21T Number)

This is to state that (Name of Consulting Landscape Architectural Firm) has been retained by (NAME OF DEVELOPER) for the purpose of carrying out those functions as outlined in the proposed Subdivision Agreement for 21T-NUMBER.

I also certify that I, (NAME OF PROFESSIONAL) of (NAME OF COMPANY) being a Professional Landscape Architect in good standing as a full member of the Ontario Association of Landscape Architects, have received and reviewed The Development Standards and (List additional documents that may apply), (as amended) prepared by the Town of Caledon and agree to comply with said Standards/(Documents). I also certify that the submission of drawings (List Drawings) and reports (List Reports) have been prepared in accordance with these Standards. (If any of the Standards have not been met, then list which ones with a brief summary of the issue(s) and the design principle that concluded the reason(s) for non-compliance.)

I also certify that I have visited the site, am familiar with this property and surrounding properties and have designed all aspects of the landscape accordingly.

It is understood that a mandatory meeting is required with the Planning Services Development Open Space review team at the time of first submission to provide the review team with an over view of the submission. During all phases of construction of said subdivision, our firm will provide full time supervision by qualified personnel of all landscape works, unless otherwise approved in writing by the Town. Furthermore, our firm will provide preliminary, interim and final inspection certifications for all landscape works as well as provide all items as indicated in The Development Standards up to assumption, unless otherwise approved in writing by the Town.

The submitted 'Landscape Plans' do not adversely affect any of the adjacent properties. The package contained herein also meets all applicable laws of Ontario and has been designed in accordance with sound landscape architectural principles.



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Yours truly,

**(Name and Title of Landscape Consultant)**

**(Name of Company)**

**(Professional Stamp)**



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Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

# Landscape Completion Certification

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**(Company Letterhead)**

**(Date)**

Planning Services Department  
The Corporation of the Town of Caledon  
6311 Old Church Road  
Caledon, Ontario  
L7C 1J6

Attention: **(Name of Lead Planner)**

Re: Landscape Certification for Commencement of Plant Warranty  
**(Project Name)**  
**(Site Plan Application Number)**  
**(Legal Description/Municipal Address)**

This letter certifies that I, **(Full Name of Landscape Consultant)** of **(Name of Company)**, being a Professional Landscape Architect in good standing as a full member of the Ontario Association of Landscape Architects, have reviewed and performed a 'Landscape Inspection' for the above referenced project.

Upon completion of the required inspection, I hereby certify that all landscape works shown on the approved plans have been constructed and implemented in conformance with the approved details and specifications and associated documents for the above-referenced project and recommend commencement of plant warranty period.

Yours truly,

**(Name and Title of Landscape Consultant)**  
**(Name of Company)**  
**(Professional Stamp)**



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)  
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

# Landscape Plant Warranty Certification

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**(Company Letterhead)**

**(Date)**

Planning Services Department  
The Corporation of the Town of Caledon  
6311 Old Church Road  
Caledon, Ontario  
L7C 1J6

Attention: **(Name of Lead Planner)**

Re: Final Landscape Completion Certification  
**(Project Name)**  
**(Site Plan Application Number)**  
**(Legal Description/Municipal Address)**

This letter certifies that I, **(Full Name of Landscape Consultant)** of **(Name of Company)**, being a Professional Landscape Architect in good standing as a full member of the Ontario Association of Landscape Architects, have reviewed and performed a 'Final Landscape Inspection' for the above referenced project.

Upon completion of the required inspection, I hereby certify that all landscape works shown on the approved plans have been constructed and implemented in conformance with the approved details and specifications and associated documents for the above-referenced project. The warranty has now been completed and all plant material is in good health.  
Yours truly,

**(Name and Title of Landscape Consultant)**  
**(Name of Company)**  
**(Professional Stamp)**

## Letter of Request for Reduction to Securities (Sample)

*This form shall be used in requesting reductions in Letters of Credit. Please note the last line of this letter and be advised that all requests for these reductions must be accompanied with the Developer's Statutory Declaration with respect to outstanding accounts, liens and liabilities or the request will be directly returned.*

Town of Caledon  
Engineering Services  
6311 Old Church Road  
Caledon, Ontario  
L7C 1J6

Attention: \_\_\_\_\_  
Project Manager

RE: ENGINEER'S COMPLETION CERTIFICATE  
.....SUBDIVISION – PHASE.....  
**PLAN 43M-.....**

We have inspected the municipal services now constructed for this development including any additional work and hereby certify that the works described in the subdivision agreement and detailed on the attached Letter of Credit Reduction Summary have been completed in accordance with the Town of Caledon and Region of Peel Standards and Specifications and good engineering practices. Accordingly, we would appreciate your consideration and approval of a reduction to the Letter of Credit No. .... from \$...... to the amount of \$......, a reduction of \$......

Should you have any questions with regards to the above and enclosed, please do not hesitate to contact this office.

Yours truly,

*(Place Engineer's Stamp)*

\_\_\_\_\_  
Project Manager

*(This ORIGINAL certificate must be signed and be stamped by a Professional Engineer licenced to practice in the Province of Ontario. The certificate must clearly state the Planning File Number for the subdivision/ servicing agreement, 21T- (if applicable) and Registered/ Reference Plan Number(s), 43M-/ 43R- . )*

## Noise Attenuation Certification Letter (Sample)

Company's Letterhead  
(Engineering Firm)

Date:  
File: (Registered Plan No.)

Town of Caledon  
6311 Old Church Rd.  
Caledon, Ontario  
L7C 1J6

Attention: (Name of Director)  
Director of Engineering Services  
Re: Environmental Noise Analysis  
Subdivision  
Lots  
R.P. 43M -

Dear (Sir/Madam),

This letter is to certify that the above-described noise attenuation measures were adequately designed, and subsequently constructed, in accordance with Town Standards (certified by an Acoustical Engineer).

As required by the Subdivision Agreement (Section\_\_\_\_) as well as the Environmental Noise Analysis prepared by (Consultant), dated, these noise mitigation measures were observed;

- Lots with noise fence and height of fence
- Lots with berms and height of berm
- Lots with air conditioning requirements
- Lots with upgraded windows

This is also to certify that the above noise attenuation measures have been designed and constructed in accordance with the Noise Report and all the applicable standards and regulations.

Sincerely,

Company Name  
Engineer's Signature & Stamp  
Developer

**Ontario Land Surveyors Certification Re: Final M-Plan**

*This letter is to be submitted to the Manager of Development (East/West) Planning Services as part of the Final Engineering submission.*

Sample Letter

Date:

Town of Caledon  
6311 Old Church Rd.  
Caledon, Ontario  
L7C 1J6

Attention: (Name of Manager of Development East/West)  
Manager of Development (East/West) Planning Services

Re: (Name of Subdivision)  
21T- \_\_\_\_\_

I hereby certify that the final draft of the proposed M-Plan submitted as part of the Final Engineering Submission, has not been changed since the Zoning By-Law came into effect.

Yours very truly,

*(The Ontario Land Surveyor who signs the Surveyors Certificate on the M-Plan)*  
*(The O.L.S. Stamp)*

NOTE:

*If the certificate cannot be provided because of changes to Draft M-Plan, then three (3) Draft M-Plans and three (3) sets of lots schedules are to be included with final submission for approval by the Zoning Section of the Building Division of the Planning and Building Department. A letter is to be included from O.L.S. outlining where the changes on the M-Plan have occurred.*

## Retaining Wall Certification Letter (Sample)

Company's Letterhead  
(Engineering Firm)

Date:

File: (Registered Plan No.)

Town of Caledon  
6311 Old Church Rd.  
Caledon, Ontario  
L7C 1J6

Attention: (Name of Director)  
Director of Engineering Services

Dear (Sir/Madam),

Subdivision \_\_\_\_\_  
Lots \_\_\_\_\_ R.P. 43M - \_\_\_\_\_  
Retaining Wall Constructed of \_\_\_\_\_  
Maximum Height \_\_\_\_\_ m \_\_\_\_\_

This letter is to certify that the above-described retaining wall was adequately designed, and subsequently constructed, in accordance with the design to support the dead and live loads applied upon the structure (certified by a Structural Engineer).

This is also to certify that the above retaining wall has been designed, inspected and constructed in accordance with all the applicable standards and regulations.

Sincerely,

Company Name

Engineer's Signature & Stamp

Developer

## Grading Certification Letter (Sample)

Date:

Town of Caledon  
Engineering Services  
6311 Old Church Road  
Caledon, Ontario  
L7C 1J6

Attention: (Name of Director)  
Director of Engineering Services

RE: CERTIFICATION OF FINAL LOT GRADING  
.....**SUBDIVISION – PHASE**.....  
PLAN NO: 43M - ..... ,LOT NUMBER(S).....

We have reviewed the final grading with respect to the above lot(s) and have viewed the finished building thereon and do hereby certify that the building constructed and the grading of the lots is in general conformity with the overall grading plan and the "Certification of the Proposed Building and Lot Grading" previously submitted. Also, we hereby certify:

1. Where manholes and catchbasins are present on property, all have been raised to the final grade, are uncovered and in a clean condition.
2. LID measures (if applicable) have been installed as per the approved drawings.
3. Roof leader downspout locations and outlets are in general conformance with the approved Grade Control Plan(s) for Registered Plan 43M-.....
4. Driveway aprons have been constructed to the latest Town Standard.
5. A minimum of 150mm of foundation wall is exposed above the finished grade.

Lot Grading Certification shall not relieve the Builder/Developer of his responsibility to correct any lot settlements or deficiencies that may occur, prior to assumption by the Town.

Yours truly,

Engineering Limited

*(Place Engineer's Stamp)*

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Project Manager

*(This ORIGINAL certificate must be signed and be stamped by a Professional Engineer licensed to practice in the Province of Ontario. The certificate must clearly state the Planning File Number for the subdivision/ servicing agreement, 21T- (if applicable) and Registered/ Reference Plan Number(s), 43M-/ 43R- . )*



## **Town of Caledon Erosion and Sediment Control Notes**

The following standard notes are to appear on the Erosion and Sediment Control Plans for site plan submissions:

1. All Erosion and Sediment Control (ESC) measures must be installed prior to the commencement of works on site and shall be maintained during all construction phases of the works.
2. The ESC strategies outlined on this plan are not static and may need to be upgraded/amended as site conditions change to prevent sediment release outside the work area. The Town is to be advised of any changes to ESC measures, and at the discretion of the Town, updated plans may be required.
3. The contractor is to assign an environmental monitor (EM) to assure construction activities comply with the environmental provisions and agency permits. The EM will be a qualified person as determined by the Town and/or Conservation Authority. The EM should submit inspection forms electronically to the Town and Conservation Authority upon request.
4. The contractor is responsible for maintaining all ESC measures in working condition at all times to the satisfaction of the Town and/or Conservation Authority. All damaged ESC measures should be repaired and/or replaced within 48 hours of the inspection.
5. The contractor shall routinely inspect all ESC devices to ensure property working order. Frequency of inspections of ESC measures is as follows:

During earthworks activities:

- On a weekly basis;
- Prior to predicted rainfall events;
- After every rainfall event;
- After significant snowmelt event; and
- Daily during extended rain or snowmelt periods.

During times of no earthworks activity:

- Once every 2 weeks;
  - After significant snowmelt events;
  - After significant rainfall events (more than 25mm of rainfall in a 24 hour period).
6. All construction vehicles must enter and exit the site only from the approved access route(s) as shown on the plans. Construction access will be maintained to the satisfaction of the Town/Region. Street sweeping is required as needed.
  7. No construction activity or machinery shall be allowed beyond the silt fence or limits of the site works.

8. The contractor is responsible to implement dust control measures and construction best practice guidelines as approved by the Town and/or Conservation Authority.
9. All disturbed ground left inactive for 30 days shall be vegetated, subject to weather conditions. Disturbed areas are to be hydroseeded (or approved equivalent) to the satisfaction of the Town
10. All topsoil stockpiles shall be surrounded with sediment control fence. The maximum side slope shall be 2:1 (H:V). Once topsoil stripping is completed the stockpile shall be vegetated, subject to weather conditions, by hydroseeded, or an approved equivalent, to the satisfaction of the Town.
11. Contractor shall take care and control spills, fluids and materials during construction to minimize risk to the environment.

## **Town of Caledon General Notes – Site Plan Submissions**

The following standard notes are to appear on the Site Grading and Servicing Plans for site plan submissions:

1. Construction for this project to comply with the most current version of the Development Standards, Policies and Guidelines, prepared by the Town of Caledon and the Ontario Provincial Standards and Specifications.
2. All construction shall be carried out in accordance with the requirements of the Occupational Health and Safety Act and Regulations for construction projects.
3. A minimum of forty-eight (48) hours prior to commencing construction within the municipal right of way the Contractor must contact the following:

The Town of Caledon  
905-584-2272

The Region of Peel	Enbridge Consumers Gas
Hydro One	Bell Canada
Rogers Cable	Fire and Emergency Services

4. A Right of Way Occupancy permit must be obtained from the Town of Caledon a minimum 48 hours prior to commencing any works within the municipal road allowance.
5. All drainage to be self-contained and discharged to a location approved by the Town of Caledon and Conservation Authority prior to the issuance of a building permit.
6. Sediment control devices are to be installed prior to any construction on the site and shall be maintained throughout the construction period to the satisfaction of the Town and the applicable conservation authority.
7. Any changes to grades or servicing from the original approved site plan must be submitted by the Engineer to the Town for approval prior to construction.
8. A minimum of 1.5m clearance is to be provided from the limits of all sidewalks and driveways to existing utility structures within the municipal right of way. If this clearance is not maintained, they shall be relocated at the applicant's expense.
9. Street curbs are to be continuous through the proposed entrance.
10. Municipal sidewalks shall be continuous through all entrances to the site and the curb shall be tapered back 600mm. Sidewalks shall be completely removed and replaced with a 200mm minimum concrete thickness, 32MPa and 5% to 7% air entrainment at all proposed industrial, commercial and institutional entrances.
11. All boulevards to be restored with 300mm minimum of topsoil and sod to the satisfaction of the Town.

12. The minimum pavement design for the asphalt driveway apron within the municipal road allowance shall be as follows:

40mm HL3 Asphalt  
50mm HL8 Asphalt  
150mm Granular 'A'  
300mm Granular 'B'

The consultant should review the above with respect to the expected usage.

13. Structural design of the fire route is required to support an 18 tonne vehicle.
14. Service Connection Backfill to be discussed with the Town.

TOWN OF CALEDON STREET TREE SPECIES CHART (SAMPLE ONLY)

SUBDIVISION NAME / STAGE

LOT #	CIVIC ADDRESS	PRIVATE TREE (Species and Location Description)	PUBLIC BOULEVARD TREE (Species and Location Description)	DATE PLANTED	DATE REPLACED	DATE ASSUMED	WARRANTY EXTENSION INFORMATION
Lot 1	46 Oak Drive	Ironwood (front yard)	Sugar Maple x3 (along side lot)	Fall 2016	Fall 2017	Fall 2018	N/A

TOWN M-PLAN #

LANDSCAPE ARCHITECT COMPANY NAME

ADDRESSEMAIL / PHONE

# Tree Planting Notification Letter

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## (CONSULTANT LETTERHEAD)

Date (dd/mm/yy)

RE: Upcoming Street Tree Planting

Dear Resident:

Weather permitting, within the next few weeks, the developer of your subdivision will be installing street trees. This is outlined within the subdivision agreement with the Town of Caledon and your purchase and sales agreement. The white mark(s) on the curb outside your home will indicate the approved location(s) of the boulevard tree(s).

Street trees will be planted in accordance with the Town of Caledon approved street tree planting plan. This plan specifies details such as the location and species of the street tree(s). Please note that the tree locations may require slight adjustments due to existing street lights, underground utility conflicts, 'sight triangles' at intersections, proximity to stop signs, proximity to utility boxes, and driveway locations. There may at times be instances where trees are not installed or placements adjusted as a result of major conflicts.

The developer has hired a private contractor to install the street trees. There is a minimum two (2) year warranty period provided for each tree, from date of installation. Should a tree die, or becomes stressed to the point that it will not recover, the contractor is obligated to replace the tree. A representative from the Town of Caledon will inspect all the street trees before the end of the warranty period so that any dead or unhealthy trees can be identified and replaced prior to the Town of Caledon granting assumption.

Please review the following table outlining some information about your new tree(s). Please help us create a healthy urban environment and expand the Town of Caledon tree canopy cover for the benefit of all residents.

PLEASE DO!	PLEASE DON'T
<ul style="list-style-type: none"><li>-Appreciate the trees!</li><li>-Remove grass or weeds from the base of the trees.</li><li>-Water the trees thoroughly as they establish, particularly during summer dry spells, but respect any water bans.</li><li>-Be careful not to damage the bark of the trees when mowing. Cutting the bark can allow insects and disease to adversely affect the tree's health.</li><li>-Call the contact person noted below if trees are dead or in poor health.</li></ul>	<ul style="list-style-type: none"><li>- Pile soil or mulch around the base of the tree in a 'volcano' shape. Piling soil or mulch around a tree trunk may stunt its growth and cause irreversible damage. Keep the 'doughnut' shaped mound as installed by the contractor.</li><li>- Excessively water or water when there has been plenty of rain.</li><li>- Prune, spray or fertilize the trees.</li><li>- Remove dead trees - this will void the warranty.</li><li>- Cut surface roots, dig or tie anything to the tree that can restrict its growth.</li><li>- Modify existing tree stakes - they are helping the tree establish properly.</li><li>- Attach any ornaments or lights as the tree is establishing.</li><li>- Plant flowers directly around the base of the tree as they compete with the developing tree roots for space and nutrients.</li><li>- Install hard landscape features around trees planted on private property until after assumption is granted by the Town.</li><li>- Install hard landscape features around trees planted in the Town's boulevard areas.</li></ul>

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If you have any questions, or wish to report a dead or dying tree, please contact:

***Developer Contact Name, Title***  
***Name of Developer***  
***Phone Number and/or Email***

Thank you very much for your cooperation.