

How to Submit a Boulevard Garden Declaration and Acknowledgement

1. Visit <https://permits-applications.thunderbay.ca/citizenportal/app/login>.
2. Click the “User Access” button.

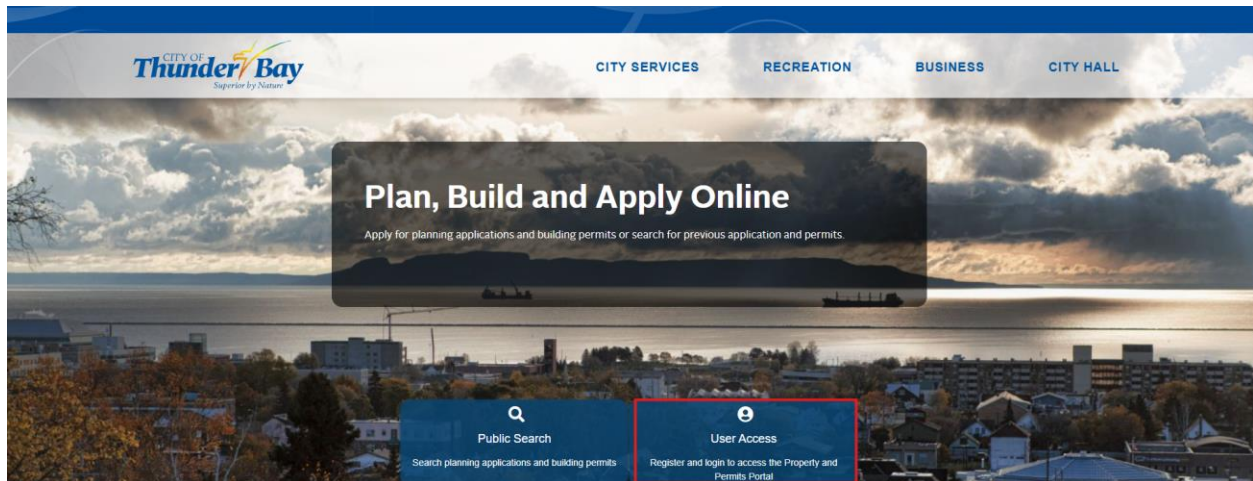


Figure 1: Picture of Plan, Build and Apply Portal

3. Log in to the “Property and Permits Portal”, or create a new account using the “Create an Account” button.

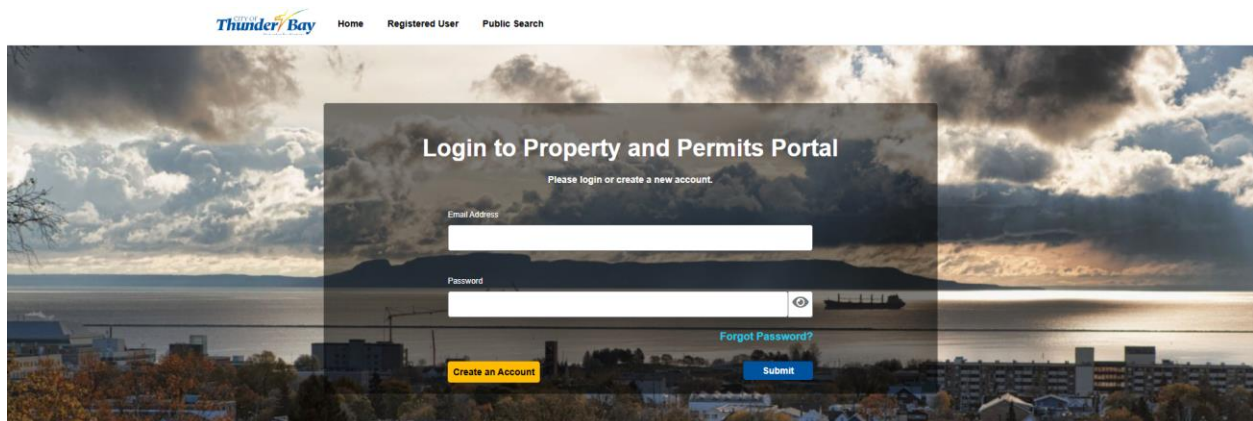


Figure 2: Property Permits Portal Login

4. Click the “Add New Application” button.

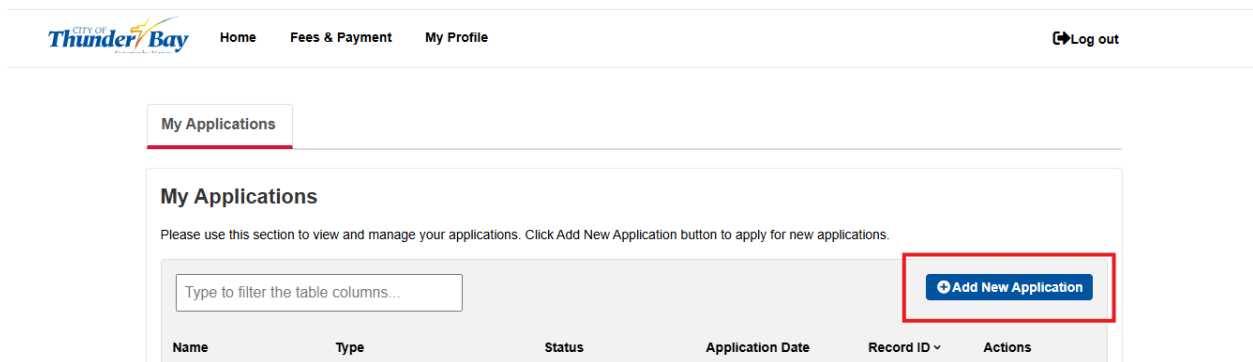


Figure 3: My Applications Page

- Click the “Application Type” drop-down and select “Boulevard Garden Declaration and Acknowledgement”. Once you have made your selection, click “Continue”.

CITY OF Thunder Bay Home My Profile Log out

1 Select Type 2 Additional Information 3 Application Complete

New Application

Choose an application

Application Type

* This input field is required.

Cancel Continue

Figure 4: New Application Page

- Acknowledge the “Notice of Collection” statement by checking “I accept”. Once you have acknowledged the “Notice of Collection” statement, click continue.

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Notice of Collection

The personal information on this form is collected under the authority of the City of Thunder Bay Boulevard Garden and Maintenance By-law (08-2025), s. 3.1. This information will be used by the Municipal Enforcement Services Department to enforce the Boulevard Garden and Maintenance By-law, and by the Strategies and Engagement Division to monitor Boulevard Garden and Maintenance Program uptake. Questions about this collection should be directed to the Climate Action Specialist, 500 Donald Street East, Thunder Bay, Ontario, P7E 5V3, 807-684-3217.

I accept

* This input field is required.

Back Continue

Figure 5: Notice of Collection Page

7. Declare the address of your boulevard garden.

- a. Search for the address by typing it into the “Seach Address or Roll Number” bar and clicking “Search”



Property Address

1. Find and select the subject property or properties

To select a property using the search function, enter the address for the property you are searching for. Start typing the address (not including unit number). A drop down list of suggested properties will be generated. Choose the correct address from the drop down list and click "Search". Click the "Select" button located beside the correct address. If you know the Roll Number of a property, simply type the Roll Number.

To select a property using the map, navigate the map to the desired location by clicking and dragging your cursor. Use the "+" and "-" buttons on the top left of the map to zoom in and out. Click any property boundary to bring up a pop-up window with the parcel details. To select the property click the "Select Property" button.

To select additional properties you can repeat either methods above.

2. Confirm you have selected the correct property or properties

Scroll to the bottom of the page to view "Selected Addresses". All properties under this list are currently selected for this application. Please review the list carefully as you will not be able to return to this page. To remove a property click the "Remove" button next to that property's description. Once the correct properties are selected, click "Continue".

A screenshot of the search interface. It features a search bar with the placeholder text "Search Address or Roll Number" and a blue "Search" button with a magnifying glass icon. A red rectangular box highlights the search bar, and a red arrow points to the "Search" button.

Figure 6: Property Address Page 1

- b. Click "Select" to confirm your address. Once you have confirmed the address, click "Continue".

500 Donald St E, Thunder Bay ON,
Roll Number: 5804040148059000000
Legal Description: PLAN 123 LOT 48 TO 50 E BRODIE ST & L 48 TO 50 W MAY ST



Search Address using the Map



Selected Properties

No property selected



Figure 7: Property Address Page 2

8. Click “Continue” to indicate who is completing the declaration and acknowledgement.

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1 Select Type 2 Property Details 3 People Details 4 Application Information 5 Supporting Documents 6 Application Complete

People Details

Add contacts

Please click "Continue" to indicate who is completing this declaration and acknowledgement.

Client ID	Role	Name	Address	Phone	Actions
344147	Individual	Danielle Thom	E, 500 DONALD STE THUNDER BAY ONTARIO P7E5V3	8076843217	Assign Additional Role

1 Result

Save for Later Continue

Figure 8: People Details Page

9. Fill all mandatory fields and click “Continue”. Please note that if you are named on the property title confirmation, you do not have to answer the last two questions.

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1 Select Type 2 Property Details 3 People Details 4 Application Information 5 Supporting Documents 6 Application Complete

Boulevard Garden Declaration and Acknowledgement

Please provide the following information to complete your boulevard garden declaration and acknowledgement. Click this link to access more information on the Boulevard Garden and Maintenance By-law webpage: [City of Thunder Bay Boulevard Gardens](#).

Application Information

Are you 18 years of age or older?

Yes
 No

* This input field is required.

Are you the owner of this property?

* This input field is required.

Have you received written permission from the adjacent boulevard property owner to establish and maintain a boulevard garden at this address? If you are named on the property title confirmation, you do not need to answer this question.

Yes
 No

Please acknowledge that you are required to maintain a copy of this written permission to provide upon the request of a Municipal Enforcement Officer. If you are named on the property title confirmation, you do not need to answer this question.

Yes
 No

Back Save for Later Continue

Figure 9: Application Information Page

10. Read each statement carefully. Acknowledge that you understand each statement by selecting “yes”. Once you have acknowledged each statement, click “Continue”.



Boulevard Garden Declaration and Acknowledgement

Please provide the following information to complete your boulevard garden declaration and acknowledgment. Click this link to access more information on the Boulevard Garden and Maintenance By-law webpage: [City of Thunder Bay Boulevard Gardens](#).

Boulevard Garden and Maintenance By-Law Acknowledgement

I acknowledge that City of Thunder Bay By-law # 008-2025, including any future amendments, sets out all the requirements, restrictions and conditions that must be complied with in order to establish, maintain and remove the Boulevard Garden. Additionally, I may also consult the City's website or contact Municipal Enforcement Services at 807 577-8536 for additional information on certifications I may require during normal business hours.

Yes
 No

* This input field is required.

I acknowledge the plant height restrictions and set-back area guidelines listed in By-law # 008-2025, which include but are not limited to the following restrictions. The maximum height limit for the herbaceous (leafy) plants grown in boulevard gardens is 1.8 m. To ensure that clear sightlines exist in all rights-of-way, plants that grow between 1.0 m to 1.8 m in height must follow the alternating planting prescription. The maximum height limit for shrubs is 1.0 m. To maintain clear sightlines in all rights-of-way and allow sound to travel effectively through the boulevard area, all shrubs must follow an alternating planting prescription. Set-back areas around important infrastructure that City and utility workers need easy access to. Set-back areas include a 1.5 m radius surrounding hydrants, utility poles, electrical or utility boxes, a 1.0 m radius surrounding the trunk of any City tree, and a 60 cm set-back from the closest edge of a road curb, road shoulder, sidewalk, or driveway. The maximum height limit for the plants grown in the set-back areas of boulevard gardens is 80 cm.

Yes
 No

* This input field is required.

I understand the risk associated with growing edible plants. The City of Thunder Bay cannot provide any information about the soil composition of residential boulevards. Boulevard garden soil should be tested for bioavailable heavy metals before growing edible plants. For more information on soil testing, including any associated fees, contact Lakehead University's Laboratory at 807-343-8010, extension 8179.

Yes
 No

* This input field is required.

I acknowledge the garden box and support structures guidelines listed in By-law # 008-2025, which include but are not limited to the following restrictions. The maximum height limit for garden boxes is 80 cm. The total height of the garden box and the plants grown inside of it cannot be taller than 1.8 m. If the combined total height of the garden box and the plants growing inside it exceeds 1.0 m in height, the alternating planting prescription for maximum growth height plants must be followed. Shrubs cannot be planted in a garden box. Garden boxes must be made of smooth, untreated wood. They can be decoratively painted or stained, and they can display one address identification plate. Each corner of a garden box must be flagged with a winter safety hazard marker year-round. Garden boxes cannot be placed in any set-back areas and must be set-back by 60 cm from the closest edge of any slope, ditch, or drainage swale. Plant support structures such as stakes, poles, and cages must be fully contained within the garden box and cannot exceed 1.8 m in combined total height. These support structures must be removed from boulevard gardens annually by November 15.

Yes
 No

* This input field is required.

I will not place unacceptable plants, chemicals, or objects in my boulevard garden. Trees, invasive species, litter, waste materials, synthetic pesticides, synthetic herbicides, synthetic fertilizers should not be placed, planted, or used in the boulevard area.

Yes
 No

* This input field is required.

I will protect private utilities and public infrastructure. Stormwater infrastructure such as slopes, ditches, and drainage swales cannot be altered by boulevard gardens. Many utilities are underground; underground utilities must be located before planting begins. Visit [www.onriconseal.ca/homeowners](#) to request a utility locate today.

Yes
 No

* This input field is required.

I acknowledge the information I have provided herein is accurate and truthful.

Yes
 No

* This input field is required.

Back

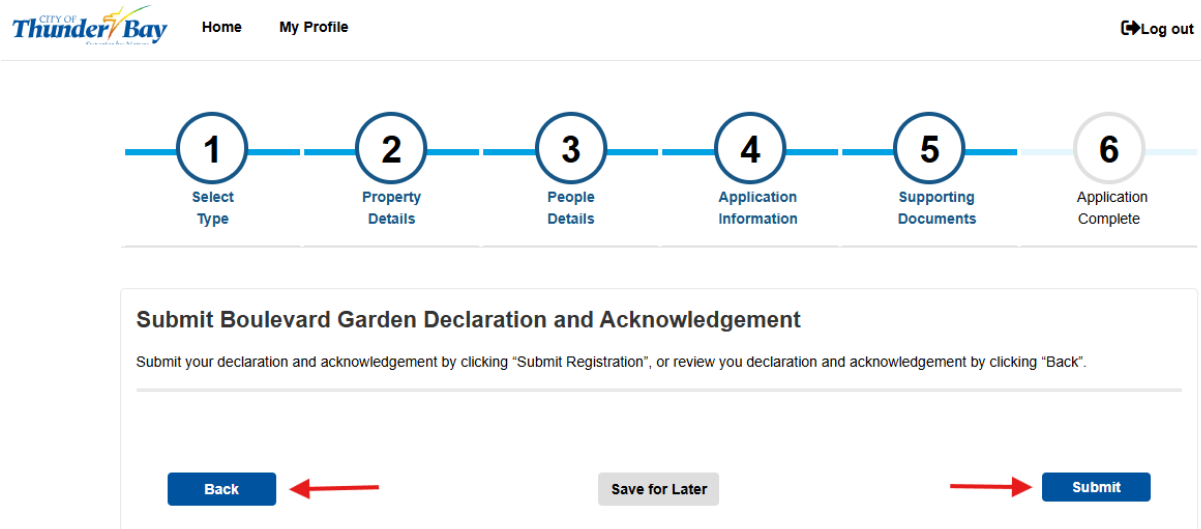
Save for Later



Continue

Figure 10: Acknowledgement Page

11. Submit your declaration and acknowledgement by clicking “Submit”, or review your declaration and acknowledgement by clicking “Back”.



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1 Select Type 2 Property Details 3 People Details 4 Application Information 5 Supporting Documents 6 Application Complete

Submit Boulevard Garden Declaration and Acknowledgement

Submit your declaration and acknowledgement by clicking “Submit Registration”, or review you declaration and acknowledgement by clicking “Back”.

[Back](#) [Save for Later](#) [Submit](#)

Figure 11: Submission Page