

**FORM 1.3d**

**VILLAGE OF NORTHBROOK  
Development & Planning Services**

1225 Cedar Lane  
Northbrook, Illinois 60062  
847 664-4050 FAX: 847 272-5068  
[www.northbrook.il.us](http://www.northbrook.il.us)

Permit #: \_\_\_\_\_  
Fee: \_\_\_\_\_

**Sewer Repair Permit Application**

**Property Address** \_\_\_\_\_

**Owner** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**IMPORTANT – CONTRACTOR MUST HAVE A VALID VILLAGE CONTRACTOR'S LICENSE**

**Contractor** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Sewer Work Information**

**•Is this for emergency repair work? Yes No**

**Type of Work:**      Sanitary & Storm Sewers      Sanitary Sewer      Storm Sewer

**Size:** \_\_\_\_\_

**Material:** \_\_\_\_\_

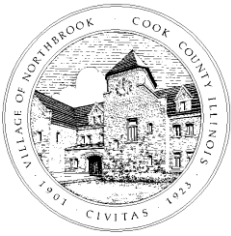
**Describe Work to be Performed:**

\_\_\_\_\_  
\_\_\_\_\_

<b>Fees</b>	
For Office Use Only	
Reviewer _____	Approval Date _____
Sewer Fee.....	_____
Damage Deposit Fee.....	_____
Late Fee.....	_____
<b>TOTAL</b>	<b>\$</b> _____
Comments:	

**Permit Paid for by:** \_\_\_\_\_

**Address:** \_\_\_\_\_



## VILLAGE OF NORTHBROOK

### Public Works Department

655 Huehl Road

Northbrook, Illinois 60062

847/272-4711 FAX: 847/272-3629

www.northbrook.il.us

## Tree Protection Agreement

Property Address \_\_\_\_\_ Suite # \_\_\_\_\_ Date \_\_\_\_\_

Owner's Name \_\_\_\_\_

Owner's Telephone Number \_\_\_\_\_ e-mail \_\_\_\_\_

Contractor's Name \_\_\_\_\_ Contractor's Phone Number \_\_\_\_\_

### Scope of Work:

- Driveway/Patio (remove and replace in kind or under 400 sq ft new)
- Emergency Sanitary Sewer Repair
- Interior Alterations
- Drainage Project/Storm Sewer
- Walkway
- Water Service
- Other \_\_\_\_\_

Is there work to be performed within the public right-of-way?  No  Yes

If Yes, Please contact Public Works at 847-272-4711 for further information regarding parkway trees.

I understand that I am not required to provide a tree protection plan for review prior to permit issuance for this emergency or improvement work.

I understand I am required to take all necessary measures to preserve and protect any trees within the designated work area including but not limited to tree fencing, trunk protection and root pruning.

I guarantee there will be no excavating through critical root zones, no materials, equipment or dumpsters stored, or vehicles parked on any unpaved or soft surface within the drip line of any tree on the subject or neighboring property.

I understand that in the event I do not root prune prior to excavation, I will have to root prune any roots within the excavation to the wall of the excavation prior to backfilling.

I understand that I may be required to auger and/or bore the new utility rather than open trench within the critical root zone of any tree.

I recognize that the Village of Northbrook has a Tree Preservation Ordinance (Nos. 99-36, 01-21, 01-22 and 01-23). In the event I violate the Tree Preservation Ordinance, I will be subject to all applicable fines and tree replacements. I may be subject to a stop work order and be required to provide a full tree protection plan.

***I agree to contact the Tree Preservation Officer at 847-272-4711 prior to excavating within 6 feet of any tree.***

\_\_\_\_\_  
Signature of Property Owner or Agent

\_\_\_\_\_  
Signer's Printed Name

\_\_\_\_\_  
Date

### For Office Use Only

Permit # \_\_\_\_\_

Date \_\_\_\_\_

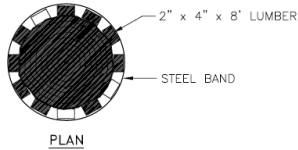
## Excavation Trenches:

1. When any roots are cut or torn during construction, it is **critical** that you **sharply cut all the ends of any exposed roots immediately**. Failure to do so will leave crushed and torn roots. This leads to decay and inhibits growth of new roots.
2. Pile soil on the side of the trench opposite the tree. If this is not possible, place the soil on a plastic tarp, plywood or a thick bed of mulch.
3. Do not compact the backfill on the trench more than its original firmness.
4. Water the backfill to allow the roots to begin healing.

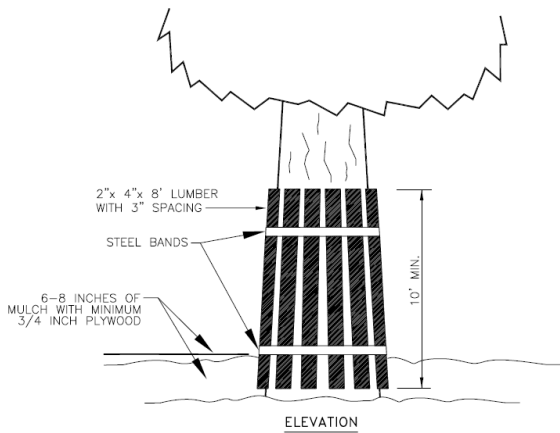
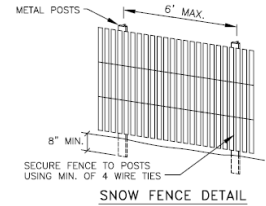
**Trenching near a tree can kill as much as 40%-50% of the tree's roots.**

If the tree you are working around is in a confined space and your equipment will be coming close, it is important for you to protect the trunk. Wrap the tree trunk in old tires or place 2" x 4" studs around the tree and rope or band them together.

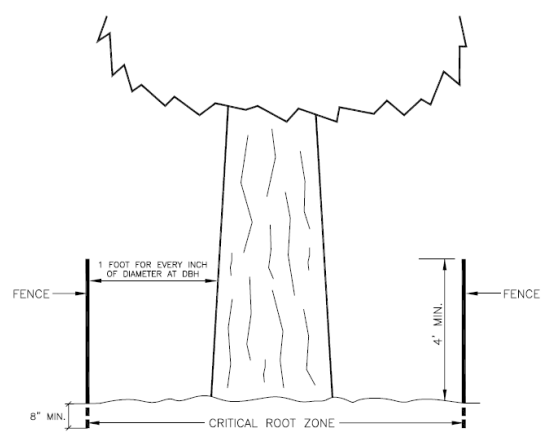
NOTE:  
TREE PROTECTION MUST INCLUDE INSTALLATION OF SNOW FENCE ALONG PERIMETER OF DRIP LINE UNLESS OTHERWISE APPROVED BY VILLAGE TREE PRESERVATION OFFICER.



INSTALL & MAINTAIN 4' TALL WOODEN SLAT SNOW OR CHAIN LINK FENCE SECURED TO METAL POSTS SPACED A MAXIMUM OF 6' APART. FENCE TO BE LOCATED AT A DISTANCE FROM TRUNK EQUAL TO 1 FOOT FOR EVERY INCH OF DIAMETER MEASURED AT BREAST HEIGHT (DBH = 4.5' FROM GROUND LEVEL). SNOW FENCE MUST BE SECURED TO METAL STAKES WITH A MINIMUM OF 4 WIRE TIES. CHAIN LINK FENCE TO HAVE POSTS SECURED AT EACH SECTION TO MAINTAIN UPRIGHT AND STATIONARY THROUGHOUT CONSTRUCTION. FAILURE TO INSTALL AND MAINTAIN PROTECTIVE TREE FENCING IN ACCORDANCE WITH VILLAGE STANDARDS WILL RESULT IN ISSUANCE OF A STOP WORK ORDER ON THE PROJECT.



TREE PROTECTION  
WOOD PLANK DETAIL

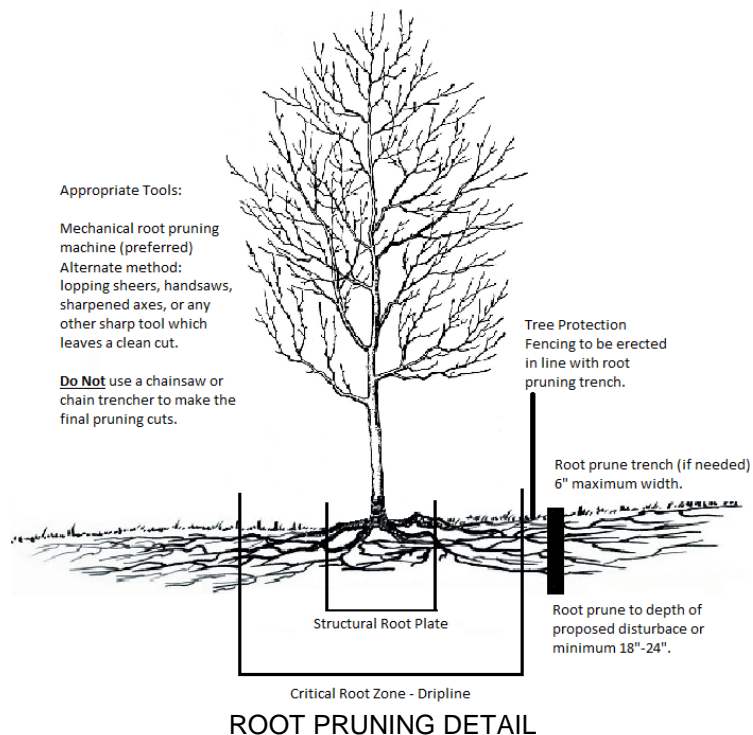


TREE PROTECTION DETAIL

### Appropriate Tools:

Mechanical root pruning machine (preferred)  
Alternate method:  
lopping shears, handsaws, sharpened axes, or any other sharp tool which leaves a clean cut.

**Do Not** use a chainsaw or chain trencher to make the final pruning cuts.



**PLEASE KEEP THIS SHEET FOR REFERENCE**



**FORM 6.1**

**VILLAGE OF NORTHBROOK**  
**Development & Planning Services**  
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**CONTRACTOR BUSINESS LICENSE APPLICATION**

This application is required to be completed for all new and renewal licenses

**PART I**

COMPANY NAME \_\_\_\_\_

D/B/A \_\_\_\_\_

ADDRESS \_\_\_\_\_ SUITE \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

FAX NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

**PART II**

TYPE OF BUSINESS \_\_\_\_\_

**PART III**

Has the applicant(s) ever been convicted of or pleaded no contest to a crime of moral turpitude? (\_\_\_) yes (\_\_\_) no. Has the applicant(s) ever been convicted of a felony or unsuccessfully defended a criminal or civil proceedings charging fraud, misrepresentation or unscrupulous business conduct (\_\_\_) yes (\_\_\_) no.

**AFFIDAVIT**

I (we) swear and affirm that all work performed pursuant to this business license application shall be in strict compliance with all provisions of the Northbrook Building Code and all other applicable statutes, laws, rules, regulations and ordinances. I (we) understand that, in the event noted code violations are not corrected during the construction of a permitted improvement, the Village of Northbrook reserves the right to revoke this license.

DATE \_\_\_\_\_ SIGNATURE OF OWNER \_\_\_\_\_

\*\*\*\*\*  
\*\*\*\*\*

**LICENSE FEES-**

**FOR OFFICE USE ONLY**

- General Contractor \$100
- Concrete Contractor \$70
- Plumbing Contractor **No Village License required; Provide copy of current State Registration (055)**
- Sewer Contractor \$70
- Electrical Contractor **\$70 Provide copy of current Electrician's license**
- Paving/Asphalt Contractor \$70
- Sealcoat Contractor \$70

License no. \_\_\_\_\_