



## Permit Application

Permit Address \_\_\_\_\_ Application Date: \_\_\_\_\_

Property Type (check one):  
☐ Commercial/Retail  
☐ Other: \_\_\_\_\_  
☐ Single Family Residential  
☐ Office  
☐ Multi-Family  
☐ Industrial

Description of Work \_\_\_\_\_

Estimated Construction Value \$ \_\_\_\_\_ (required)

**Primary Contact Information** (note: all review correspondence will be emailed to the primary contact)

Name \_\_\_\_\_

Email \_\_\_\_\_ please print clearly

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

*Check with the Permit Desk associates for any submittal questions 847-664-4050.*

### Property Owner's Information

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

### Architect's Information ☐ Not Applicable

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### Contractor's Information ☐ Type of Contractor \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Please Print: \_\_\_\_\_ Date: \_\_\_\_\_



## 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 installation or repair
- ☐ Walkway
- ☐ Water Service
- ☐ Other \_\_\_\_\_

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

**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 and there will be no drilling into the bark, trunk or branches whereby the tree becomes a structural support for any accessory structures in or around the tree.

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 flush 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 (Municipal Code Chapter 25). In the event I violate the Tree Preservation Ordinance or this Tree Protection Agreement, I will be subject to all applicable fines and tree replacements and understand 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 \_\_\_\_\_

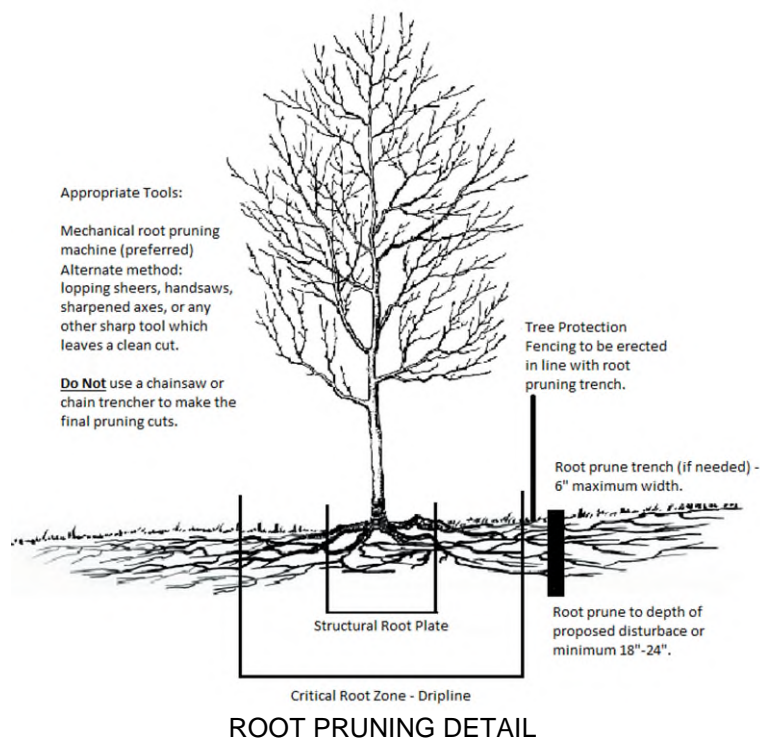
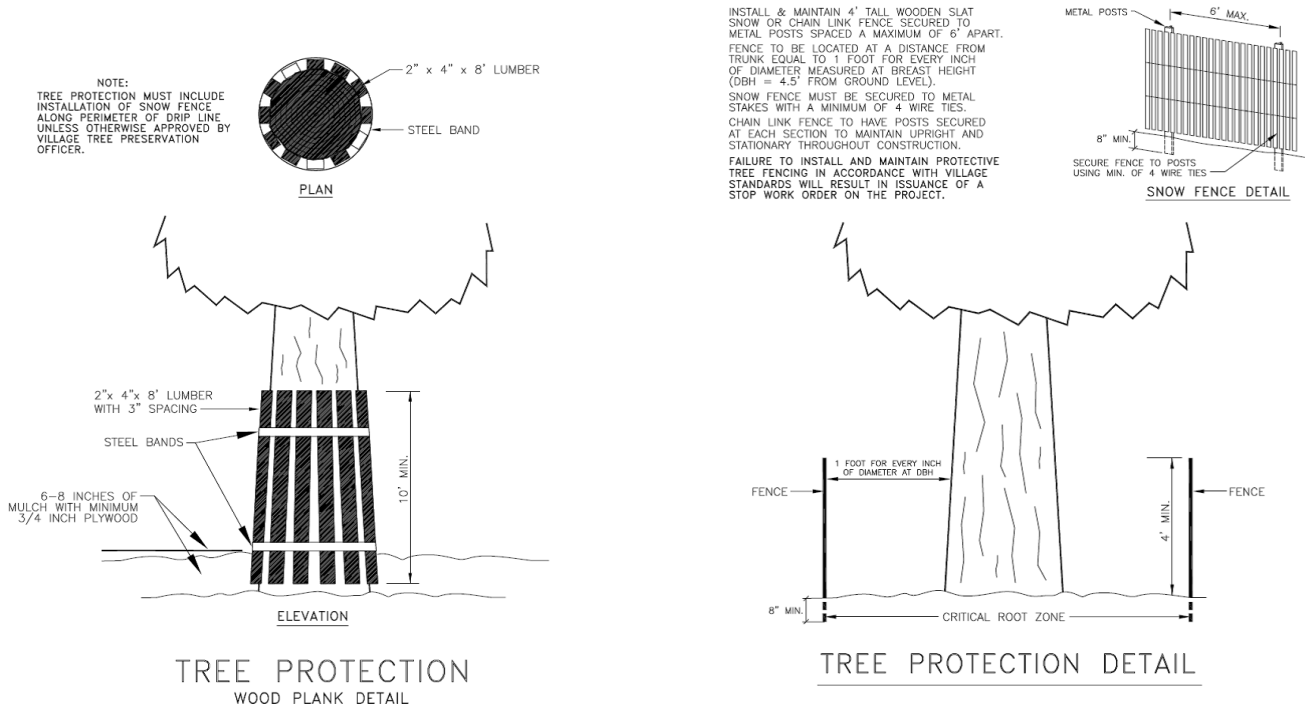
Form Revision Date: 2-29-2024

## 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.



## Swimming Pool Demolition Requirements

### **Demolition/Inspection Requirements:**

The following is required for the demolition of a swimming pool (**a 2 part process**).

#### **!!!BEFORE THE START OF ANY WORK!!!**

PROPER EROSION AND SEDIMENTATION CONTROL MEASURES MUST BE INSTALLED AROUND THE PERIMETER OF THE SWIMMING POOL AND CONSTRUCTION ACCESS PATH TO ENSURE THAT THERE WILL NOT BE ANY ADVERSE IMPACTS TO THE SUBJECT PROPERTY OR NEIGHBORING PROPERTIES. THIS CAN BE ADDRESSED WITH INSTALLATION OF EROSION CONTROL FENCING (IE. SILT FENCE) OR COIR LOGS.

#### **PART 1- DEMO :**

- ◆ Remove the pool deck and the top 3 feet of the sides of the pool and haul away
- ◆ Break up pool floor for adequate drainage. A 3ft. x 3ft. patch is to be removed at the deepest end. Remainder of floor to be thoroughly broken up to allow drainage through pool floor.
- ◆ Disconnect and terminate all Electrical and Gas at points of origin.

#### **Schedule “PART 1” Inspection when the following has been completed:**

- Removal of pool deck and top 3 feet of the perimeter pool wall
- Pool floor broken up with removal of 3ft. x 3ft. patch at deepest point
- Electrical and Gas disconnections completed

*\* Contractor must be on-site during inspection. A firm inspection can be scheduled for either **9:00a** or **1:00p**. Schedule inspection at **847-664-4050**.*

#### **PART 2-FINAL :**

- ◆ Fill the swimming pool excavation with clean CLAY compacted earth backfill in 1ft. lifts.
- ◆ Restoration shall consist of 6-inches of pulverized topsoil with sod. Topsoil, seed and blanket will be accepted when weather conditions prevent sod installation.

#### **Schedule “PART 2” Inspection when the following has been completed:**

- Pre-existing grades have been established with placement of sod or seed blanket

*\* Schedule inspection at **847-664-4050**.*