



**VILLAGE OF NORTHBROOK**  
**Development & Planning Services**  
1225 Cedar Lane  
Northbrook, Illinois 60062  
847 664-4050  
[www.northbrook.il.us](http://www.northbrook.il.us)

## Telecommunication Antenna

Submit the application and drawing requirements listed below for Telecommunication Antenna work to [permits@northbrook.il.us](mailto:permits@northbrook.il.us) .

### **Application Requirements:**

- Form 1.1 - Permit Application
- Form 2.5 - Non-Residential Zoning Worksheet (Antenna)
- Form 4.1 - Tree Protection Agreement

### **Drawing Requirements:** (Submit with permit application)

- Construction Drawings
- Plat of Survey (Survey must be sealed and to scale)

Please direct any questions regarding the permit process to [permits@northbrook.il.us](mailto:permits@northbrook.il.us)  
or call the Development and Planning Services Department at 847-664-4050.  
Office hours are Monday-Friday, 8:30am – 4:30pm.

**FORM 1.1**

**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 Application**

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

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

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: \_\_\_\_\_



## **NON-RESIDENTIAL ZONING WORKSHEET – CELL ANTENNA**

JOB ADDRESS:	
OWNER/APPLICANT:	
SCOPE OF WORK:	
ZONING DISTRICT:	

### **SETBACK AND YARD REQUIREMENTS**

BUILDING/TOWER SETBACK	<u>MINIMUM REQUIRED</u>	<u>PROPOSED</u>
Front		
Corner/Interior Side		
Interior Side		
Rear		

### **HEIGHT**

Maximum Height Allowed: \_\_\_\_\_ Proposed Height: \_\_\_\_\_

### **SCREENING**

Ground Equipment Enclosure/  
Screening Provided?: Yes \_\_\_\_\_ No \_\_\_\_\_

### **LANDSCAPING & SCREENING**

Perimeter Landscaped Open Space Required: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Provided: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Special Landscaping and Screening from Residential Uses and Districts:

Required: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Provided: Yes: \_\_\_\_\_ No: \_\_\_\_\_

(For Staff Use Only)

### **REVIEWER COMMENTS:**

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**APPROVED:** \_\_\_\_\_ **APPROVED WITH COMMENTS:** \_\_\_\_\_ **NOT APPROVED:** \_\_\_\_\_



## 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 \_\_\_\_\_

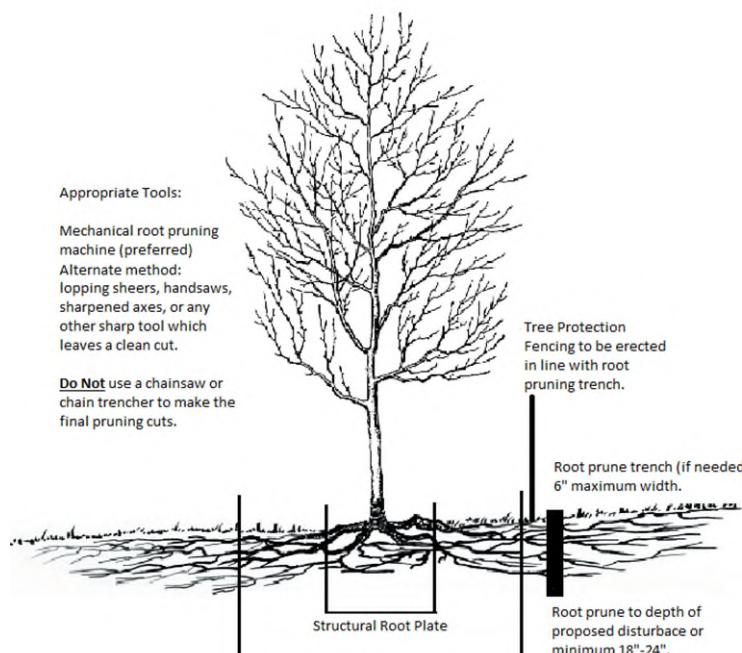
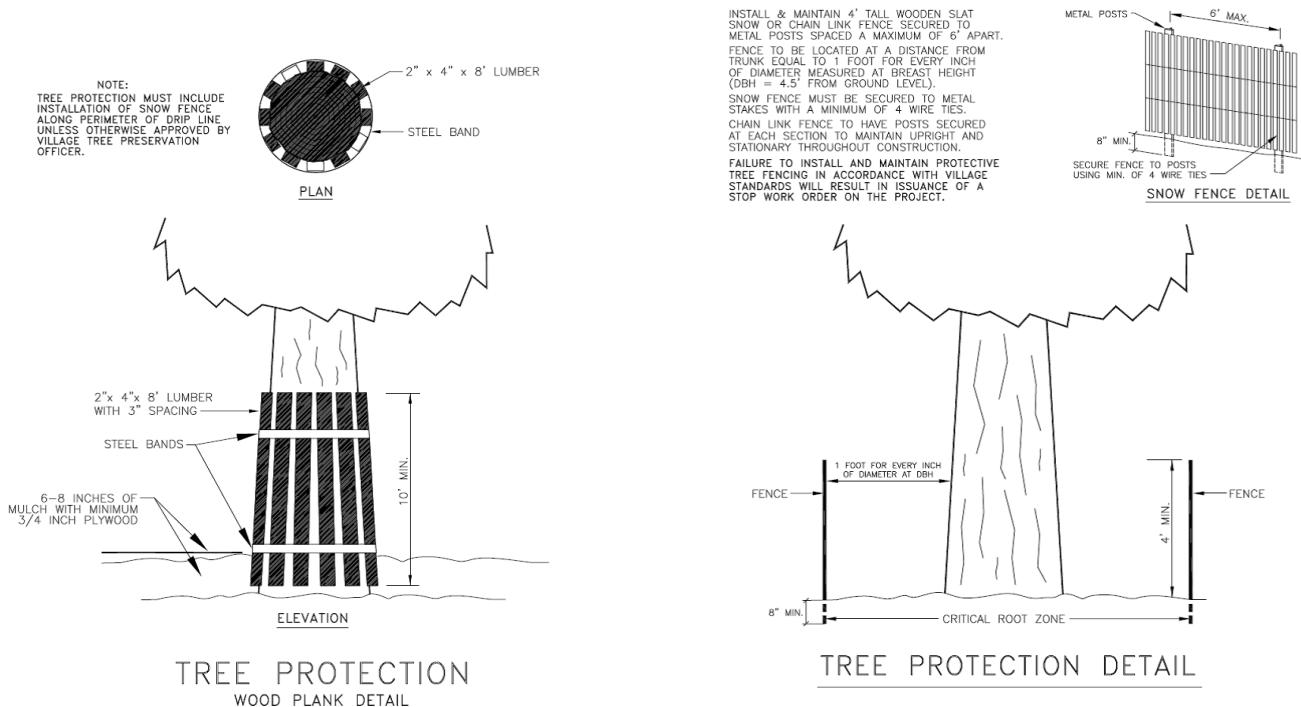
Form Revision Date: 2-29-2024

## 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.



ROOT PRUNING DETAIL