

## VILLAGE OF NORTHBROOK

### Public Works Department

655 Huehl Road

Northbrook, Illinois 60062

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

treeremovalapplication@northbrook.il.us

www.northbrook.il.us

## Tree Removal Application and Instructions

### Why do I need to apply for a tree removal permit?

- Tree removal permits allow the Village to document the location, type, size and condition of the tree(s) property owners wish to remove. Property owners are allowed to remove a tree(s) on private property if they comply with all provisions set forth in Chapter 25 of the Village's Municipal Code. (Available on the Village Website at [www.northbrook.il.us](http://www.northbrook.il.us)).
- Tree removal permits allow Village staff the opportunity to talk with property owners about whether there are alternatives to tree removal.
- Tree removal permits encourage the retention of healthy trees, especially those that qualify as Heritage and Landmark trees.
- Tree retention can provide environmental, economic, social, cultural and health benefits important to the Village residents and visitors. For example:
  - Enhanced water quality by reducing storm water runoff
  - Decreased air pollution
  - Reduced air temperature extremes and energy costs
  - Increased property values

### When do I need to apply for a tree removal permit?

You will need to apply for a tree removal permit anytime you would like to remove a tree(s) on private property equal to or greater than six (6) inches in diameter at breast height (DBH) or for clump trees having an aggregate diameter equal to or greater than twelve (12) inches at DBH (For reference, DBH, is the diameter of the trunk of a tree measured in inches at a point four and one-half (4½) feet above the existing grade at the base of the tree.)

### ★ Tree removal application instructions (please make sure you have checked all boxes prior to submitting application)

- Fill out only one application per property
- A qualified tree contractor has been secured prior to submitting an application. **Copy of the signed contract proposal is attached to the application.**
- Tree Information: The contractor can help you fill in the required tree information.
  - a. All trees are to be accurately measured using DBH. *To calculate DBH, measure the circumference of the trunk (4½) feet above the existing ground using a tape measure and divide by 3.14.*
  - b. Either botanical or common name is acceptable for tree type. Photos may be attached for clarification.
  - c. Reasons for removal may include but are not limited to dead, declining, diseased, dangerous, consistent with good forestry practice, will enhance the health of surrounding trees or other reasons.
  - d. Location should be as descriptive as possible. Photos are encouraged
- If you are applying to remove more than 3 trees please use the tree removal application supplemental page.
- Sign and date the application. Unsigned applications will not be accepted and/or be returned.
- Discuss with you contractor if a ComEd line drop or scheduled power outage is required for the tree removal. Check applicable box on application under Permit Type.
- All information on the application is required to be filled in. Incomplete applications will not be accepted.**

(Additional information on reverse side)

## Additional Information

- Heritage and Landmark trees are protected trees which may require additional review for removal by the Public Works Committee and require Village Board approval. If included on application, approval process could take up to an additional 90 days.
- Verification of property lines and tree(s) ownership is the responsibility of the property owner.
- **If a Home Owner Association exists, approval by the HOA is the responsibility of the property owner to obtain and is to be provided in writing along with the application.**
- **If the trunk of the tree(s) straddles property lines, a letter from the adjacent owner or a note of consent must be included with this application.**
- If you choose to include photos of the tree(s) along with the application, at least 2 photos are required:
  1. A close up of the leaves and twigs for species identification
  2. A far-away shot showing the tree from top to base along with its current condition
  3. Photos may expedite permit processing or may allow a permit to be issued without an on-site inspection.
- For any permit requiring the replanting of new trees, an additional Tree Replacement Agreement form is required. It will be sent to the applicant after the initial review of the application. If the applicant is not the owner, it is the responsibility of the applicant to get the paperwork to the owner. The property owner will be required to sign the form and will be required to post monies to be held in escrow. The monies will be returned after the replacement trees have been planted and inspected. Quantity of replacement trees and deposit required are dependent on size and type the tree(s) being removed. Once the tree replacement agreement and deposit have been collected, only then can the permit be issued.
- All review correspondence and approved permit paperwork shall be sent to the applicant via e-mail, unless a special circumstance exists where this is not possible.

## Contractor

You should have already acquired a tree contractor prior to submitting a tree removal application. The tree contractor's information is required on the permit application. A copy of the signed contract proposal is required to be submitted with the application.

*If you are listing a landscaping company as your tree contractor, please provide a copy of the signed contract proposal and a copy of the company's certificate of insurance. They will need a minimum of \$2,000,000 coverage.*

## Site Plan

If you are submitting a plat of survey or engineering plan drawing please be sure the trees are numbered on the plat or plan to correlate with the trees listed in the table on the application.

Scaled site plans should be no less than 1" = 20'. Please use an engineering scale.

## Permit

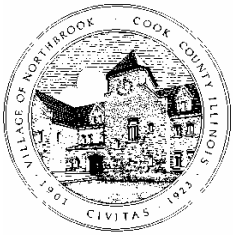
The approved permit is for the removal of only the tree(s) listed and is valid for 6 months. It must be visibly posted on the site prior to the work beginning.

If you wish to make any changes to your permit after it has been issued, including tree contractor changes or adding additional trees to the permit, you will need to contact Tree Preservation to determine whether a new application will need to be submitted or if the issued permit can be revised. Failure to do so could result in monetary fines.

Please allow up to 14 business days for your permit application to be reviewed and processed. Submittal of your application to another Village Department may increase the time required to process and issue your permit.

**All completed applications should be submitted to Public Works located at 655 Huehl Road, Northbrook, IL 60062 or via email to [treeremovalapplication@northbrook.il.us](mailto:treeremovalapplication@northbrook.il.us)**

If you have any questions please contact Tree Preservation at 847-272-4711.



Permit #: _____ Fee: _____
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VILLAGE OF NORTHBROOK  
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# Tree Removal Application

*All applications should be submitted to Public Works or to treeremovalapplication@northbrook.il.us*

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

**\*Property Owner Information**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_ e-mail \_\_\_\_\_

**\*Tree Contractor Information**

Company \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

**\*Applicant**

Property Owner     Tree Contractor     Property Manager     Other \_\_\_\_\_

Name \_\_\_\_\_  
 e-mail \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

*All review correspondence and approved permit paperwork shall be sent to the applicant via e-mail.*

**\*Permit Type** (Check all applicable)

- Standard Tree Removal Application (dead, dying, diseased, dangerous, good forestry or other).
- Construction Tree Removal Application (trees need to be removed for a pending or active construction project)
- Emergency Tree Removal Application
  - I am submitting this application in order to receive a retroactive tree removal permit.
  - I have included photographic evidence of the emergency/hazard.
  - The property owner may be found in violation of Municipal Code Chapter 25 if no pictures are submitted and it is determined the protected tree(s) was removed without a permit and was not an emergency.
- Tree Preservation Ordinance Violation Notice (I am required to submit this application as a requirement for a violation)
- ComEd line drop/scheduled power outage required. You must notify the Village of the date and time when the line drop/power outage is scheduled

**Tree Information**<sup>+</sup> (Reason for removal and location required)

	Diameter (inches) <small>Measured 4.5 feet above grade</small>	Tree Type: Botanical or Common Name	*Reason For Removal	*Location
1.				
2.				
3.				

<sup>+</sup> If listing more than 3 trees please use the tree removal application supplemental page.

**Notices**

**Statement of Fact:** I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of fact (whether intentional or not) in this application or any other required document, as well as any misleading statement or omission, may be cause for revocation of permit, regardless of how or when discovered. I certify that I have done my due diligence to determine that I do need to submit a tree removal application. I understand that submitting an application does not entitle me to a permit, and I must have the permit in hand before beginning any work. Removal of tree(s) PRIOR to permit approval and issuance will result in the property owner receiving a minimum fine of \$250 and/or being issued a ticket requiring them to attend a local adjudication hearing.

***I understand I must inform the tree contractor listed on the application, who will be performing the tree removals of all applicable Village of Northbrook codes pertaining to tree removals as stated below.***

I have marked the trees for identification.

**Statement of Authorization:** I certify I am authorized to submit this application as the property owner or on behalf of the property owner. Note: If the trunk of the tree straddles property lines, a letter from the adjacent owner or a note of consent must be included with this application. If HOA approval is required by the property owner, a letter from the HOA permitting the removal of the tree(s) is included in the application.

I have included in the application a signed contract with the tree company that will be performing the tree removals.

**Statement of Compliance with Village Code:** I agree to comply with Village of Northbrook Municipal Code Chapter 25 Tree Protection and Preservation, Vegetation regarding tree removals. Including compliance with all standards found in ANSI Z133-2012, Safety Standards for Arboriculture Operations. This includes but is not limited to creating a safe work zone on both private property and in the public right of way with cones and signage indicating tree work ahead and/or sidewalk/road closed signs, proper safety equipment for laborers and the use of the proper equipment for safely removing trees.

Closure of public roadway is prohibited without a separate permit from The Public Works Department. 48 hour notice is required prior the closure of any Public Roadway. Under no circumstances will trees be allowed to be felled in whole across a public walkway or roadway.

Damage to any public property will result in fines and full cost of repairs being assessed to the contractor listed on the permit.

**Permission to enter private property:** The above named property owner hereby gives permission to the Village of Northbrook and its agents, officers and employees to enter the property for the purpose of tree inspection prior to permit issuance and for replanting compliance inspection (if required) after the permit is issued.

**ComEd Line drop/ Scheduled Power Outage:** I agree that if a line drop or scheduled power outage, to be performed by ComEd for the safe removal of the tree(s) listed on the permit is required, I will contact the Public Works Department at 847-272-4711 and inform them of the date and time of the scheduled line drop or power outage.

**\*Signatures (Both required if property owner is not applicant)**

*By signing below I acknowledge that I have read, understand and complied with all items listed under "notices".*

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature (if other than owner) \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Reviewer \_\_\_\_\_

Approval Date \_\_\_\_\_

Will replacements be required?  Yes  No

Caliper inches of Trees \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_

Approx # of Trees \_\_\_\_\_

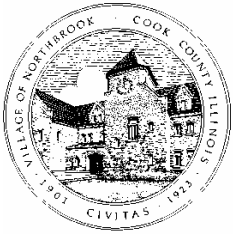
Deposit Collected \$ \_\_\_\_\_

Tree Replacement Agreement Signed  Yes  No

Total \$ \_\_\_\_\_

Logwood Recycling Agreement Signed  Yes  No

Comments:



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**Tree Removal Application Supplemental Page**

Use this page to list additional trees. Question? Contact Tree Preservation at 847-272-4711

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

\*Date: \_\_\_\_\_

\*Applicant Name: \_\_\_\_\_

\*Applicant Phone #: \_\_\_\_\_

	Diameter (inches) Measured 4.5 feet above grade	Tree Type: Botanical or Common Name	*Reason For Removal	*Location
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

**All trees proposed for removal are to be marked with ribbon, string, tape or paint for identification.**

**Site Plan**

Draw your site plan in the space provided below.

You may also attach a plat of survey or engineering plan drawing.

**All trees proposed for removal are to be marked with ribbon, string, tape or paint for identification**

