

**THIS FORM IS TO BE FILLED OUT
IN ORDER TO RECEIVE A
BUILDING OR GRADING PERMIT
(SEE ATTACHMENTS)**

NO EXCEPTIONS

VILLAGE OF NORTHFIELD

(847) 784-3555

APPLICATION FOR TREE PRESERVATION/REMOVAL PERMIT

Job Address: _____ Zoning: _____

Owner's Name: _____ Phone: _____

New Construction Demo Single-Family Addition Dead/Diseased Tree Healthy

Tree Contractor: _____ Address: _____

Telephone Number (____) _____ Signed: _____

DBH	Species	Location	Reason	Replacement or Fee-In-Lieu Required?
Trees Removed From Public Property				
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
Trees Removed From Single-Family Property				
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
Trees Protected on Site				
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

PERMIT FEE:

- Dead or Diseased Tree Removal Fee.....NO FEE
Property owners are still required to obtain a tree removal permit unless their tree contractor writes a letter to the Village Hall, attention Linnea O'Neill, with the following information: 1) Name and address of property owner; 2) Location of tree(s); and 3) Type of tree disease. Please send this information to the Village before the tree removal takes place.
- Tree Protection due to Remodeling/Construction..... NO FEE
Escrow only\$500.00
- Healthy Tree Removal or Tree Removal due to Remodeling/Construction
(on public and private property) \$125.00
Plus escrow.....\$500.00
- New Construction, Commercial Developments and Subdivisions\$200.00
Plus escrow.....\$500.00
- Landscape Plan Review Fee..... \$135.00
Plus escrow.....\$500.00

Account #01-00-425-4155
Account #01-00-205-2502

Permit Fee \$ _____
Escrow \$ _____

TOTAL AMOUNT DUE \$ _____

A Tree Inventory Plan, Construction Activity Plan, Tree Replacement Plan and plat of survey is to accompany this application.

Approved By: _____ Date Approved: _____

Final Inspection: _____ Date Approved: _____

Notes: _____

ONLY ORIGINAL COLORED COPY WILL BE ACCEPTED. NO FAXED/PHOTO COPIES.

(Rev. 1/09) See reverse side for frequently asked questions

PERMIT NUMBER _____

UNDERSTANDING TREE PRESERVATION ON YOUR RESIDENTIAL PROPERTY

The Village of Northfield has enacted a Tree Preservation Ordinance to ensure all residents benefit by the protection of trees and woodlands. If you are planning to do any construction on your property or you need to remove dead and/or diseased trees, please consider the following commonly asked questions:

1) What trees in my yard does the Village Tree Ordinance protect?

All trees over six inches (6"), or three inches (3") if tree is part of a landscape planting, in your front and side yard setbacks are protected along with trees on the public parkway. If you need help determining your setback distance or zoning district you can call the Village Building Department at (847) 784-3555 for assistance. Front yard setbacks range from 30 feet to 40 feet. Side yard setbacks range from 6 feet to 15 feet. Properties located on corners have two front yards.

2) When do I need an Application for Tree Preservation?

Whenever any construction is going to occur on your property you will fill out the Application for Tree Preservation as part of the Building Permit process. Construction can include new construction, additions, decks, pools, driveways, grading work – anything that requires construction equipment to be on your property. Tree preservation is required on the parkway and in your setbacks wherever the construction zone and equipment path will occur.

3) What information do I need for the Application for Tree Preservation?

All trees in the required setbacks and on the public parkway need to be surveyed. The tree species (type), size, health and structure condition should then be placed in a table and placed on the building permit grading or site plan. This information is used to evaluate if trees are to be removed, transplanted or protected. Trees in construction areas may be transplanted or replaced. Trees to remain will need to be protected by fencing around the root zone and will be monitored during construction.

4) What about dead or diseased trees in my setback area?

If you have dead or diseased tree in your protected setback areas, your tree contractor must write a letter to the Village to obtain authorization to remove the trees. There is no fee to remove a dead and/or diseased tree.

5) Who do I contact for more information?

Please check the Village of Northfield website at www.northfieldil.org to review the Tree Preservation Ordinance and to access the Permit Application and fees or you may stop in at the Building Department for a copy. Please contact Linnea O'Neill in the Building Department at (847) 784-3555 with any tree preservation questions.

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1. PLACE TREES IN THE PARKWAY, FRONT YARD AND SIDE YARD SETBACKS ON SITE PLAN OR GRADING PLAN.
 - Your setbacks are determined by your zoning district. The setbacks are usually shown on the site plan.
 - Determine the path of construction equipment and note it on the site plan.
 - All trees in the parkway, along the driveway and within 50' of the path of construction are to be inventoried and shown on the plans.

2. INVENTORY THE TREES.
 - The tree inventory is to include species, size, health and condition. Each tree in the inventory is to be numbered that corresponds with the trees on the site plan. Also include trees that are to be removed.
 - Place the inventory on the site plan.

3. LOCATE TREE PROTECTION FENCING ON THE SITE PLAN.
 - Tree fencing can be either the 4' orange snow fence, or in areas of high construction traffic or sensitive trees (such as Oaks) the fence should be 6' chain link.
 - In areas where the tree protection fence, the silt fence or the construction fence run parallel, the silt fence or construction fence can be utilized for tree protection purposes.
 - Tree protection fence is to be erected at the tree critical root zone (drip line) or 1 foot out for every inch of tree's DBH before demolition, grading or any construction.

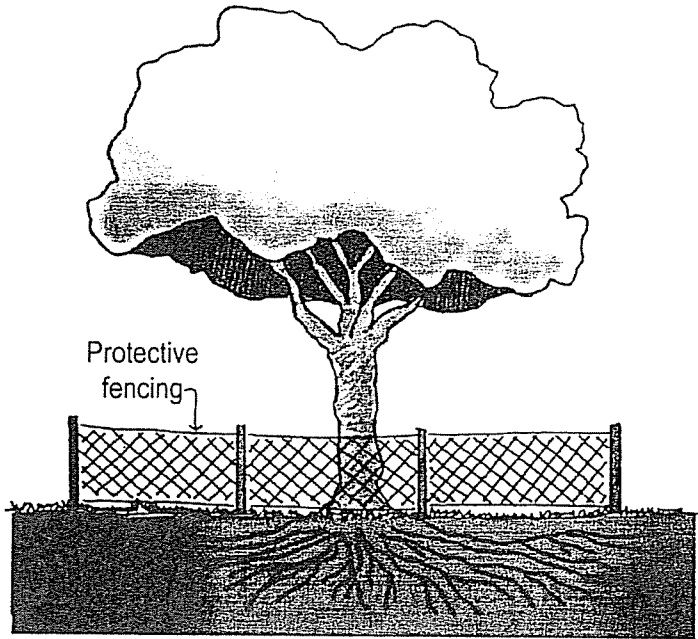
4. FILL OUT THE ATTACHED PURPLE FORM.
 - If there are healthy tree removals, a landscape plan is required to show where the replacement trees will go. Removed trees are to be re-planted inch for inch. Or, you are allowed to put down an additional escrow which will be returned after new trees are planted. The escrow cost is \$175 per inch.

PLEASE SEE ATTACHED ILLUSTRATIONS

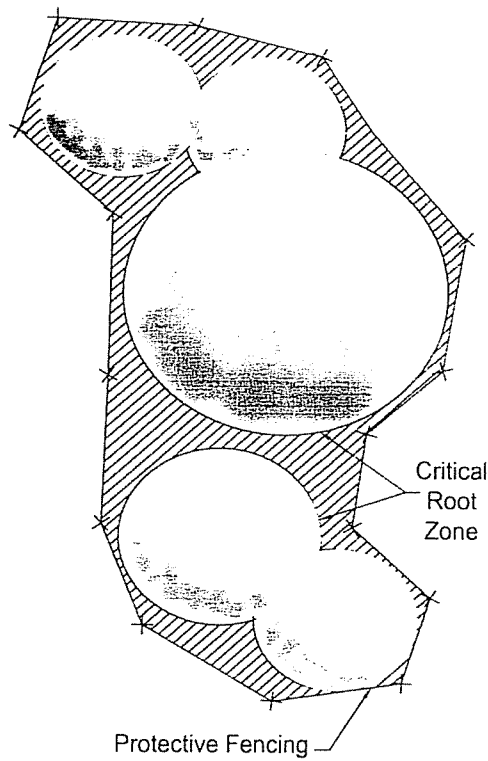
TREE PROTECTION FENCING

Examples of appropriate protective fencing

Protective fencing for a single tree



Protective fencing for multiple trees



SEQUENCE OF EVENTS FOR PROPERTY OWNERS WITH PROTECTED TREES

1. Staff will notify the owner if an on-site pre-construction meeting is required before any clearing or grading begins. The meeting will verify the limits of disturbance and discuss tree protection and tree care measures. The developer's representative, construction superintendent, homeowner and Village staff should attend this pre-construction meeting.
2. No clearing or grading shall begin before measures have been implemented. Appropriate measures may include, but are not limited to:
 - a. Root pruning
 - b. Crown reduction or pruning
 - c. Watering
 - d. Fertilizing
 - e. Vertical mulching
 - f. Root aeration matting
3. Tree protection fence shall be installed as shown on the plans. If the property is deemed sensitive, tree protection fencing locations should be staked prior to the pre-construction meeting. Village staff will inspect and approve the tree protection fence location before any grading or construction begins. Tree protection fence may be either:
 - a. the 4' orange snow fence
 - b. in areas of high construction traffic or sensitive areas the fence should be 6' chain link.
4. The tree protection fence shall be maintained and installed by the contractor for the duration of construction project and must not be altered without prior approval from Village staff. No equipment, trucks, materials, or debris may be stored within the tree protection fence areas during the entire construction project. No vehicle or equipment access to the fenced area will be permitted. Tree protection shall not be removed without prior approval of Village staff.
5. After construction is completed, an inspection may require corrective measures to include:
 - a. Removal and replacement of dead and dying trees
 - b. Pruning of dead or declining limbs
 - c. Soil aeration
 - d. Fertilization
 - e. Watering
 - f. Wound repair