

VILLAGE OF WILMETTE

Grading and Tree Protection Notice Forms

Notice to neighbors is required for a grading/drainage permit and for certain projects to provide for neighbor tree protection. This packet explains when such notices are required and how to complete the notice process and contains the necessary forms for these notices.

Grading and Drainage Permit and Notification Requirements

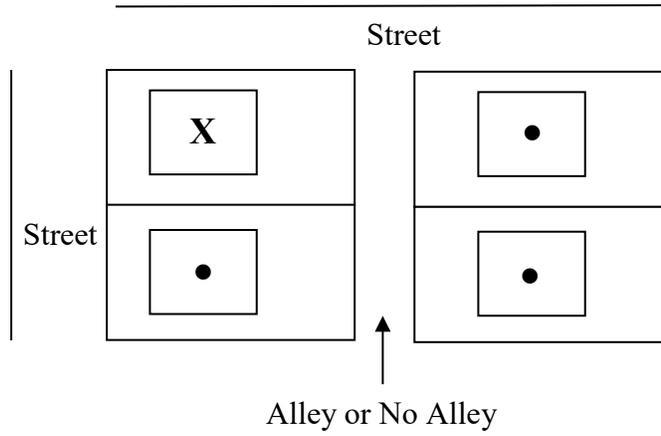
No person may fill, store or dispose of earth materials; alter an existing land grade, contour or drainage pattern; or perform any other land-disturbing activity, without first obtaining a grading and drainage permit pursuant to Chapter 8, Art. V.

All grading/drainage work shall comply with the Department of Engineering and Public Works Handbook, which is available on the Village website at www.wilmette.com.

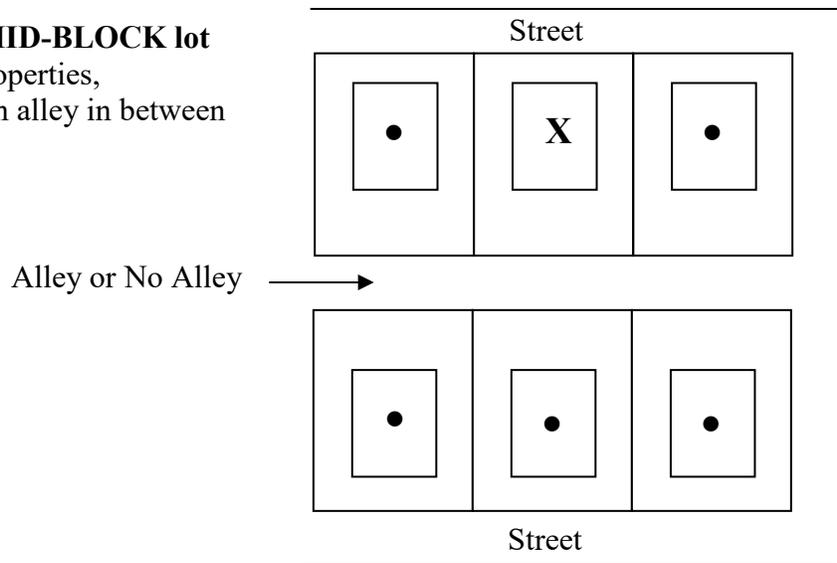
Adjacent Property Notification

- Property owners of all adjacent property are to be notified of a grading and drainage permit application. The notice form is on page 5 of this booklet.
- No grading and drainage permit will be issued until 5 days after the notice has been received by adjacent property owners.
- The applicant must submit an affidavit attesting that he/she has provided proper notice to the adjacent property owner(s), indicating who was notified and when on the affidavit. The affidavit form is on page 6 of this booklet.

Example of notice area for CORNER lot
Notify 3 adjacent properties, regardless of presence of alley in between



Example of notice area for MID-BLOCK lot
Notify 5 (or more) adjacent properties, regardless of the presence of an alley in between



Tree Protection and Notification Requirements

Tree protection measures are required on private property and notification to neighboring properties of construction work where there is a tree within 15' of the lot line.

Applicants who undertake any construction work that results in a change to the footprint of the structure(s) on the property are required to provide tree protection measures for protected trees, which are defined as any tree that is 10" or greater in DBH (diameter at breast height), defined as 4.5' above the existing grade at the base of the tree. Trees on the parkway and within adjacent properties adjoining a construction site must also be protected. Work that results in a change to the footprint of the structure(s) includes:

- New construction
- Additions
- New accessory structures (detached garage, swimming pool, etc.)
- Does not apply to exact replacement of driveways, sidewalks, decks, patios, etc.

All protected trees shall be protected with temporary fencing placed along the Critical Root Zone (CRZ). The area of the CRZ is defined as 1' for every 1" of tree diameter at breast height. The temporary fencing shall be secured with metal posts no farther apart than 3' on center. To the extent the property owner has demonstrated that it is not reasonably practical to install a temporary fence along the entire CRZ, the Village shall have the authority and discretion to modify these requirements, including requiring that a surface barrier such as mulch and plywood be placed on those areas unprotected by fencing.

Neighbor Notification:

- The property owner(s) of any tree within 15 feet of the lot line must be notified prior to a building permit being issued for work on the applicant's property. The notice form is on page 7 of this handbook.
- No building permit will be issued until five (5) days after the tree notice has been received by adjacent property owners.
- The applicant must submit an affidavit attesting either that there are no neighboring trees within 15 feet of the lot line or that he/she has provided proper notice to the adjoining property owner(s), indicating who was notified and when on the affidavit. The affidavit form is on page 8 of this handbook.

For more information on tree protection requirements, please contact the Forestry Division of Public Works at (847) 853-7500 or forestry@wilmette.com.

For more information on the permit process, please contact the Community Development Department at (847) 853-7550 or comdev@wilmette.com.

How To Find Property Address and Owner Information

Visit the Village of Wilmette website at www.wilmette.com.

Click on “Map Gallery” on the left menu.



A gallery of map thumbnails will open up.

Click on the thumbnail called “Interactive Community Map”



Enter the subject property address in the box and hit Enter on your keyboard.

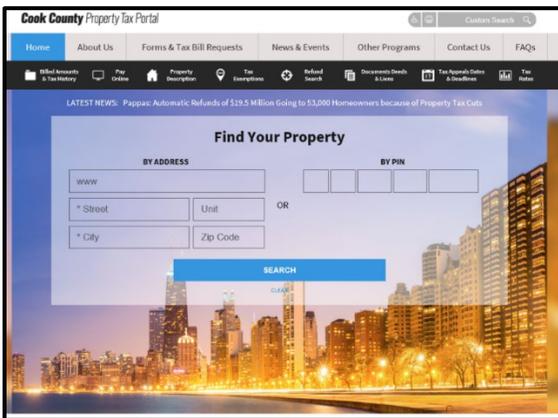


Click on the  +/- buttons to zoom in / out to adjust your view.

This map will show the address numbers of the neighboring properties.



Next, visit www.cookcountypropertyinfo.com. For each neighboring property, use the “By Address” search function to locate the tax payer information.



Click the “Search” button, then on the next page, select the link indicating the address searched.

The “mailing address” can be used as the contact information for purposes of the notices.

**NOTIFICATION TO ADJACENT PROPERTY OWNERS
REGARDING GRADING AND DRAINAGE PERMIT APPLICATION**

A copy of this notice is to be given to all adjacent property owners as required below.

Address of Subject Property _____
Name of Property Owner _____
Phone No. of Property Owner _____
Name of Contact Person _____
Phone No. of Contact Person _____

PLEASE BE ADVISED that a grading and drainage permit has been applied for at the property mentioned above. Any proposed grade change may be required to be designed by a Licensed Professional Engineer and any change in drainage flow must not negatively affect any adjacent property. Alterations caused by the construction activities on the property must be returned to the original grade as required by the Village Code. In accordance with Sec. 8-210 (d) of the Village Code the property owner(s) is/are required to notify adjacent property owners prior to a grading and drainage permit being issued for work that will alter an existing grade, contour, drainage flow and/or includes any land-disturbing activity.

Type of work this grading permit covers:

- New Home
- Addition w/foundation
- Porch w/foundation
- Garage
- Grading/Drainage
- Other (specify) _____

For questions or concerns about the grading associated with the above mentioned property, please contact the Engineering Department at (847) 853-7660 (TDD (847) 853-7634) between the hours of 7:30 a.m. and 4:30 p.m. Monday through Friday.

For questions or concerns about the building permit project that may be associated with this notice, please contact the Community Development Department at (847) 853-7550 (TDD (847) 853-7634) between the hours of 7:30 a.m. and 4:30 p.m. Monday through Friday.

Village of Wilmette
Notice of Grading and Drainage Permit Application
Affidavit of Compliance

INSTRUCTIONS:

1. Identify all adjacent properties. For the purpose of this notice, adjacent properties include those on either side, behind, and diagonally behind the subject property. Properties that are beside or behind and are across an alley should be notified, however properties across a public street do not require notice.
2. For all properties identified in #1 above, serve written notice, in the form provided by the Village, upon all persons to whom the current real estate tax bills are sent, as shown on the record of the local real estate tax collector, and all parties residing on or in possession of any portion of the property. Notice may be served by first class mail or by hand delivery. When delivering by hand, please have the recipient initial and date the form below where indicated.
3. Complete this Affidavit with the information requested below and submit to the Village.

ADDRESS OF SUBJECT PROPERTY: _____

Type of work this grading permit covers:

- | | |
|--|--|
| <input type="checkbox"/> New Home <input type="checkbox"/> Addition w/foundation <input type="checkbox"/> Porch w/foundation | <input type="checkbox"/> Garage <input type="checkbox"/> Grading/Drainage <input type="checkbox"/> Other (specify) _____ |
|--|--|

I, _____, state upon oath that I have complied with the applicable notice requirements of Sec. 8-210 (d) of the Wilmette Village Code.

| Address of Adjacent Property | Name of Property Owner(s) | First Class Mail | Hand Delivery | Neighbor Initials | Date Received |
|------------------------------|---------------------------|------------------|---------------|-------------------|---------------|
| | | | | | |
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| | | | | | |
| | | | | | |
| | | | | | |

Subscribed and sworn before me
 this _____ day of _____, 20____.

 NOTARY PUBLIC

(SEAL)

I hereby certify that the statements in this Affidavit are true and correct. I understand that any false or inaccurate information contained in or in connection with this Affidavit may result in prosecution under Section 24-196 of the Wilmette Village Code, in addition to any other civil or criminal penalties provided by law, including but not limited to revocation of this permit.

 (Signature of Person completing Affidavit)

Date: _____

**NOTIFICATION TO ADJACENT PROPERTY OWNERS
REGARDING TREE PROTECTION DURING CONSTRUCTION**

A copy of this notice is to be given to all adjacent property owners as required below.

Address of Subject Property _____
Name of Property Owner _____
Phone No. of Property Owner _____
Name of Contact Person _____
Phone No. of Contact Person _____

PLEASE BE ADVISED that a building permit application has been submitted to the Village of Wilmette for the above-referenced property. Pursuant to Section 8-445 of the Wilmette Village Code, no building permit subject to the notification requirements can be issued by the Village until 5 business days after receipt of notice by any and all adjacent property owners.

Notice is being provided to you as an adjacent property owner whose property contains one or more trees within 15' of the property lot line. This notice is intended to give you the opportunity prior to the initiation of construction to discuss what impact, if any, there may be to the tree(s) on your property. You may contact the person(s) listed above in this regard.

Should you have additional questions regarding the requirements feel free to contact the Forestry Division at (847) 853-7600 and TDD (847) 853-7634 between the hours of 7:00 a.m. and 3:00 p.m. Monday through Friday.

Village of Wilmette
Notice of Construction/Tree Protection
Affidavit of Compliance

INSTRUCTIONS:

1. Identify all adjacent properties that contain a tree within 15 feet of the property line.
2. For all properties identified in #1 above, serve written notice, in the form provided by the Village, upon all persons to whom the current real estate tax bills are sent, as shown on the record of the local real estate tax collector, and all parties residing on or in possession of any portion of the property. Notice may be served by first class mail or by hand delivery.
3. Complete this Affidavit with the information requested below and submit to the Village.

ADDRESS OF SUBJECT PROPERTY: _____

I, _____, state upon oath that I have complied with the applicable

(Print Name of Person Completing Affidavit)

notice requirements of Section 8-445 of the Wilmette Village Code in that (*check A or B*):

- A. There are no adjacent properties that contain a tree within 15 feet of the property line.
- B. Written notice has been served and received by all adjacent property owners who have a tree within 15 feet of the property line as identified below.

| Address of Adjacent Property | Name of Property Owner(s) | Hand Delivery | First Class Mail | Date Received |
|------------------------------|---------------------------|---------------|------------------|---------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Subscribed and sworn before me
 this ____ day of _____, 20 ____.

 NOTARY PUBLIC

(SEAL)

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 (Signature of Person completing Affidavit)

Date: _____