

**Village of Wilmette
Community Development Department
Tree Removal Permit**

See Back Page for Instructions

Date: _____

Property Owner

Address: _____

Name: _____

Phone Number: _____

Address of Owner, if Different _____

Tree Removal Contractor

Business Name: _____

Contact Person: _____

Address: _____

Phone Number: _____

Business License No: _____

Attach a separate sheet if necessary

TREE INFORMATION:

| Tree # (as noted on plan) | Type/Species | DBH | Reason for Removal | Type/Species/Size of Replacement Trees, if any. |
|---------------------------------|--------------|-----|--------------------|---|
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Tree Plan Attached

Signature of Applicant

Phone Number

DO NOT WRITE BELOW THIS LINE

Calculation of Fees

No. Trees to Remove _____

X

Fee Per Tree \$ _____

Permit Fee \$ _____

Staff

Date

Permit Number: _____

Date Issued: _____

INSTRUCTIONS FOR COMPLETING TREE REMOVAL PERMIT

- *Except as stated below*, a tree removal permit must be obtained prior to the removal of any tree having a diameter at breast height ("DBH") of ten inches (10") or greater. There shall be a fine of not less than \$250 and not more than \$1,500 for **EACH** tree removed without a tree removal permit.
- All tree removal applications shall be accompanied by a copy of the plat of survey or a site plan of the property. The survey or site plan shall indicate the approximate location and species of the trees to be removed. Trees to be removed should be labeled separately on the site plan using numbers 1, 2, 3, etc. Provide the corresponding tree information requested on the front of this application.
- **Only trees having a DBH of 10" or greater must be shown on the site plan.** Other trees, including replacement trees, may also be shown.
- Diameter at Breast Height (DBH) is defined as the diameter of a tree stated in inches and measured at four and one-half feet (4 ½') above the existing grade at the base of the tree.
- To determine the DBH of a tree, measure up 4.5' from the ground at the base of the tree. At that 4.5' mark on the tree, wrap a flexible measuring tape around the tree and take the measurement in inches. Using that measurement in inches, apply the following formula:

$$\text{Diameter at Breast Height (DBH)} = \frac{\text{Circumference in Inches}}{3.1415}$$

PERMIT EXCEPTIONS

- In the case of a tree emergency where a tree has become an imminent danger or hazard to persons or property, or when a tree must be removed to provide emergency repair to public or private utilities, the Director of Community Development may issue a tree removal permit without an application and may waive other regulations of Section 9-3.8 of the Village Code.
- Tree removal permits shall not be required of a unit of federal, state or local government, a public utility performing tree trimming or removal work that is regulated by state or federal law or regulation,