

## NOTIFICATION TO ADJACENT PROPERTY OWNERS REGARDING PRIVATE TREE REMOVAL

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** \_\_\_\_\_

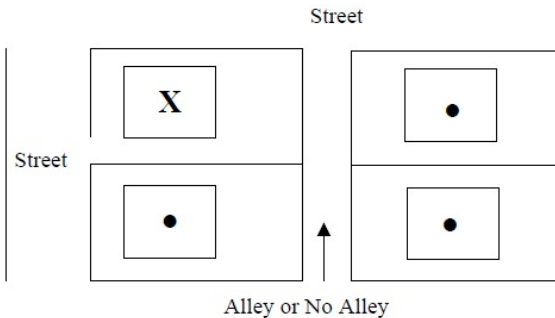
**Phone No. of Contact Person** \_\_\_\_\_

PLEASE BE ADVISED that a Tree Removal Permit Application has been submitted to the Village of Wilmette for the above-referenced property. Pursuant to Chapter 29 of the Wilmette Village Code, Neighbor Notification shall be provided at least five (5) business days prior to the Removal of any Heritage Trees.

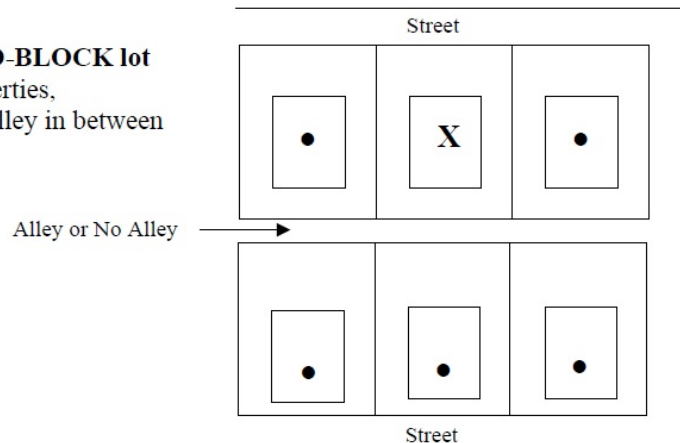
Notice is being provided to you as an adjacent property owner to give you the opportunity prior to the proposed removal of tree(s) to discuss what impact, if any, there may be to your property. You may contact the person(s) listed above in this regard.

Should you have additional questions regarding the requirements feel free to contact the Village Forester/Tree Preservation Officer at (847) 853-7622 between the hours of 7:30 a.m. and 4:00 p.m. Monday through Friday.

**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



This Affidavit of Compliance is required *only* for Tree Removal Permit Applications involving removal of Heritage Tree(s) when being submitted as part of an Administrative Zoning Review. In such cases, written notice must be served upon all properties adjacent, directly on the other side of the street & directly on other side of the alley. Notice must be *received* by all adjacent property owners to which notice is required at least *5 business days* prior to the tree(s) removal.

**Village of Wilmette  
Notice of Tree Removal  
Affidavit of Compliance**

**INSTRUCTIONS:**

1. Identify all adjacent properties.
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 registered or certified mail return receipt requested; or by hand delivery.
3. Complete this Affidavit with the information requested below.

**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 9-4.5 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 properties owners who have a tree within 15 feet of the property line as identified below.

Address of Adjacent Property	Name of Property Owner(s)	Service		Date Notice Received
		Hand Delivery	Mail	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Subscribed and sworn before me  
this \_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Signature of Person Completing Affidavit)

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

\_\_\_\_\_  
NOTARY PUBLIC