



Private Property Tree Planting Incentive Program Application

APPLICANT INFORMATION

| | | | |
|----------------------|--------|--------|-----------|
| Property Owner Name: | | | Date: |
| Address: | City: | State: | ZIP Code: |
| Phone: | Email: | | |

PROPOSED TREE PLANTING

Please provide the following information for up to two trees which may be eligible for reimbursement. Only trees from the Village's Approved Species List are eligible for reimbursement.

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|--|--|
| Species: _____ Caliper (Must be 1.5" Minimum): _____ Planting Location on Property: <input type="checkbox"/> Front Yard <input type="checkbox"/> Rear Yard <input type="checkbox"/> Side Yard | Species: _____ Caliper (Must be 1.5" Minimum): _____ Planting Location on Property: <input type="checkbox"/> Front Yard <input type="checkbox"/> Rear Yard <input type="checkbox"/> Side Yard |
|--|--|

SUBMITTAL CHECKLIST

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|---|--|
| REQUIRED AT SUBMITTAL: <input type="checkbox"/> Completed Application <input type="checkbox"/> Proposed planting locations depicted on a Plat of Survey <input type="checkbox"/> JULIE Dig Number | CONTRACTOR INFORMATION Name: _____ Address: _____ Phone: _____ Email: _____ Customer Number: _____ |
|---|--|

ACKNOWLEDGEMENT & SIGNATURE

By signing this document, I hereby acknowledge, understand and accept that I, the owner of the property seeking a reimbursement from the Village of Wilmette for the property listed above, am responsible for compliance with the requirements of this Program. I understand that all work must be completed and approved by November 30 (of the year the application is approved) and any incentive payment is contingent upon fulfillment of all the Program requirements and submission of an Itemized Record of Payment for planting costs. I understand that eligibility for the program is contingent upon a review of Village records to confirm the subject property has no pending building code violations or current past due payments. I understand that an inspection is required after planting to verify all requirements of the Program have been met.

| | |
|---------------------------------|-------|
| Signature of Property Owner: | Date: |
| Printed Name of Property Owner: | |

FOR ADMINISTRATIVE USE ONLY

| | | | |
|--|---|-----------------|--|
| <input type="checkbox"/> Completed Application | | Project number: | |
| <input type="checkbox"/> Village Records Check | Customer #: | Vendor #: | |
| <input type="checkbox"/> Application Approval Date: | <input type="checkbox"/> Inspected Date: | | |

Application Instructions:

1. Complete the application and submit it to comdev@wilmette.com along with a Plat of Survey depicting the location of the proposed tree planting(s).
2. Once you have been notified of approval, you may hire a contractor to plant the tree(s), or you may plant the tree(s) on your own.
3. Submit Itemized Record of Payment to hansenj@wilmette.com which must include:
 - a. Address in which the tree(s) were planted.
 - b. Caliper size and species of tree(s) planted.
 - c. Date in which tree(s) were planted.
 - d. Contractor who completed the work (must be licensed with the Village).
4. Contact Joe Hansen at 847-853-762 for an inspection *after* the tree(s) have been planted. Reimbursement checks will arrive 4-6 weeks after the inspection has passed and all documents are received.

Frequently Asked Questions

Q. Where should I plant my tree?

- Plant the tree on your private property (review your Plat of Survey). If your request is associated with a location in the Village right-of-way (this is the area typically between the sidewalk and curb), please contact Engineering & Public Works at 847-853-7500 for participation in the Parkway Tree Planting Program. If space permits, parkway trees are typically planted by the Village at no cost to the resident.
- Large shade trees should be planted at least 30 feet from overhead utility lines and 20 to 25 feet from buildings. Trees planted near overhead utility lines should be no taller than 20 feet at mature size.
- For detailed guidance on selecting, planting, and caring for young trees, please see the Under the Canopy brochure/poster and Tree Owner's Manual on the Village's website.

Q. What kind of tree should I plant?

- Only trees from the Village's Approved Species List are eligible for reimbursement.
- Consult with your nursery or landscaper to consider location, tree height and spread at maturity, autumn color and other ornamental characteristics that you like, which are suitable for soil and weather conditions.
- Try to choose a tree that is a different species from most others on your property or neighborhood in order to increase species diversity which is beneficial to the ecosystem and reduces impact to disease.

Q. How do I care for my new tree?

- At the time of planting, provide water and mulch properly.
- After the tree has been planted, monitor for watering needs. Watering needs will vary depending on weather and soil conditions. Check for dryness 6 inches below the surface; if dry, provide approximately 5-6 gallons of water by slowly trickling water for about 30 minutes along the dripline of the tree.

Q. What are the exceptions to this Program?

- Only the property owner(s) are eligible to participate in the Private Property Tree Planting Incentive Program.
- **Trees that are required to be planted under any other section of the Village's Municipal Code or agreements are not eligible to participate in this Program.**
- Residents are responsible for ongoing care, maintenance, and ultimate removal of the tree.

Q. Questions?

- Contact Village Forester/Tree Preservation Officer Joe Hansen at 847-853-7622 or hansenj@wilmette.com