

Tree Removal Permit Application

Village of Wilmette

For Staff Use

Community Development Department • 1200 Wilmette Ave, Wilmette, IL 60091
 Phone: (847) 853-7550 • Website: www.wilmette.com
 Email: comdev@wilmette.com

Project Number: _____
Date: _____

Address of Project: _____

Property Owner: _____

Phone: _____ Email: _____

Tree Contractor: _____

Address: _____

Phone: _____ Email: _____

Customer Number: _____

Application Instructions

Please complete the following checklist and submit all of the required documents. Permit application review will not take place unless all of the following are completed and submitted:

- 1. **Plat of Survey**
 - a. Submit a current, stamped Plat of Survey indicating the location of the tree(s) proposed for removal
 - OR
 - b. If also completing a construction project, submit a Tree Survey conducted by a Certified Arborist shown on construction plans
- 2. **Proposed Tree Removal List**
 - a. Complete the Proposed Tree Removal List table below
- 3. **Mark Tree(s)**
 - a. Mark tree(s) proposed for removal with ribbon or tree tags for easy identification on site

Proposed Tree Removal List:

Tree #	Species	DBH	Location (Front, Side, Rear)	Reason for removal
1				
2				
3				
4				
5				

(Please add an additional page if removing more than 5 trees)

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

Applicant Signature: _____

Date: _____

Applicant Is: Property Owner Contractor Other

Contact Name: _____

Phone: _____

Email: _____

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Replacement Trees Required: _____

Planting Schedule: Yes No

Required Trees Must Be Planted By: _____

Calculation of Fees

Number of Trees to be Removed: _____

Total Permit Fees: _____

Total Fees in Lieu: _____

TOTAL FEES \$ _____

Permit Number: _____

Date Issued: _____

Inspection Notes							
Tree/ Tag #	Species	DBH	Location	Condition	Req. Replacements or Inch/Inch	Fee in Lieu	Permit Fee

<p>Reviewed by: _____</p> <p>Date: _____</p>	
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Notices:

-Trees six (6") inches DBH (19" circumference) or greater and/or any tree of any size that was required to be planted by Village regulation, permit, ordinance or agreement requires a tree removal permit.

-It shall be unlawful for any person to Remove any tree within the Village, unless expressly authorized without first obtaining a Tree Removal Permit from the Village. Both the property owner and the agent of the property owner violating Chapter 29 shall be jointly liable.

-This application applies to trees located on private property only. An additional Right-of-Way Permit is required for any trees located on Village property (parkway, alley, right-of-way) and must be reviewed and approved by the Public Works/ Engineering Department.

-DBH = Diameter at Breast Height which is measured 4.5 feet from grade. To determine the diameter divide the circumference by 3.1415.

-Oaks and Hickory over ten (10) inches DBH as well as any tree over twenty (20) inches DBH are considered Heritage Trees and may require a Variation by the Zoning Board of Appeals prior to issuance of a permit.

-The Village Forester/Tree Preservation Officer will review the Tree Removal Permit Application which will include an inspection of the site and/or meetings with the applicant to discuss the removal and/or provide any alternatives. Upon receipt of a properly filed request, the application review process should take no longer than ten (10) business days. A permit will be issued upon compliance with the requirements of Chapter 29 and once all associated tree planting requirements and fees are met.

-For more information please see Chapter 29 of the Municipal Code and/or the Village's Tree Regulations Manual. Detailed information may be found at: wilmette.com/permits/tree-preservation-requirements/