

# VILLAGE OF WILMETTE

## Grading and Tree Protection Notice Forms

Work that requires a grading permit and work that increases the footprint of a structure require grading notice and tree protection notice, respectively. Below is a description of when grading notice and tree notice are required. The necessary forms are also attached.

### Grading (Land Disturbing Activity) Permit and Notification Requirements

Projects that require a grading permit include but are not limited to:

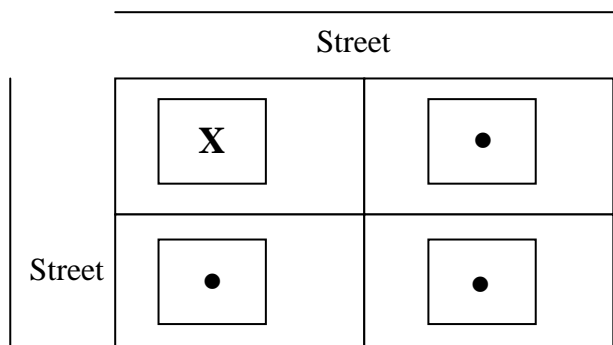
- construction of new homes or buildings;
- construction of new garages or auxiliary structures that change 10% or more of the existing structure's footprint;
- installation of in ground swimming pools;
- construction of an addition to an existing structure that changes 10% or more of the existing structure's footprint;
- landscaping that changes the grade of the site such that existing drainage flows will be altered;
- any project that includes the creation of a foundation;
- land disturbing activity proposed in a floodplain as established by the Federal Emergency Management Agency (FEMA);
- any land disturbing activity equal to or greater than 1 (one) acre in area; and,
- demolition of any building or structure.

### Adjacent Property Notification

- Property owners of all adjacent property are to be notified of the land disturbing activity. The notice form is on page 5 of this booklet.
- No grading permit will be issued until five (5) days after the notice of construction 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.

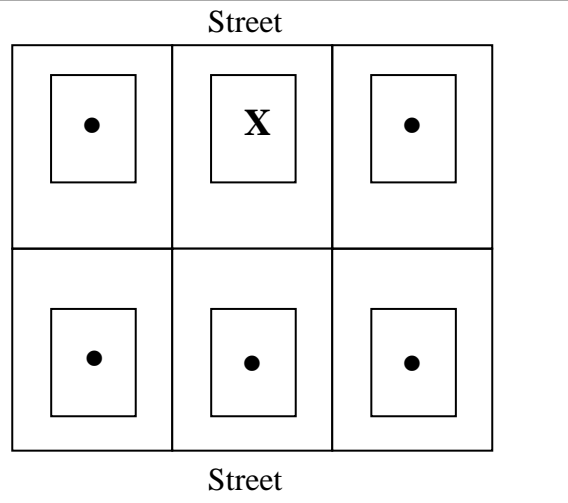
#### **Example of notice area for corner lot**

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 presence of alley in between



### Grading Plan Requirements

When a grading plan is required, the following information should be provided on the plan:

- North arrow
- Legend
- Scaled drawings
- Scale of drawing
- Zoning classification
- Site address
- Identification of nearest intersection and/or adjacent streets
- Existing and proposed topography of the entire site take at one foot (1') intervals
- Contour intervals that extend a minimum of twenty-five feet (25') off-site or sufficient enough to show on- and off-site drainage
- Site property lines and all drainage and utility easements on, under or across thereto
- Location and representation of all existing natural drainage and run-off patterns, swales and flows, as well as manmade drainage facilities, and all proposed natural and manmade drainage facilities, including all surface and subsurface drainage devices, walls, cribbing and dams on or within 50 feet of the site
- Delineation of the drainage area which may include the area served by all existing and proposed downspouts, footing drains and sump pump discharges, and the disposition of discharge therefrom
- Location of the proposed areas of excavation, fill, storage and disposal of earth materials, including the method of soil protection such as seeding, burlap, or hay bales
- Location and identification of existing vegetation, proposed vegetation to be placed on the site, and vegetation to be removed from the site, specifically including the location, species and size in diameter breast height (DBH) stated in inches and measured at four and one-half feet above the existing grade at the base of every existing tree located on the subject property
- Location of any existing and proposed buildings and structures, including top of foundation, garage slab, and elevations of proposed finished grade at all significant points around the proposed building or structure, including window wells, patios and swimming pools
- Impervious surface area calculation
- Delineation of the measures that will be used to control surface erosion and run-off from the site after all buildings, structures and permanent improvements have been erected on the site
- Elevation and descriptions of the benchmark utilized for the site grading plan. The FEMA datum should be used for all properties located either entirely or partially in the regulatory floodplain
- Certification that the proposed project will not result in drainage, erosion or run-off which adversely impacts adjacent properties or the public rights-of-way. Site plan to be stamped as such.

- Three to five representative cross-sections for each side yard between another residence. Cross-sections shall extend between the top of foundation (T/F) of the proposed residence to the T/F of the existing residence
- Locations of all manholes, utility structures, fire hydrants, street lights, curbs, sidewalks, transformers, junction boxes and pads/pedestals located in the public right-of-way, or in any easements on the subject property
- To the extent the site grading plan includes a connection to a Village storm sewer, provide the size and location of all sanitary and storm sewers, water mains, and open ditches located in the public right-of-way or in any easement. The rim and invert elevation shall be provided for all storm and sanitary structures within or near the vicinity of the subject property. The direction of flow for all storm and sanitary sewers and open ditches must also be provided, as well as the methods to be used to protect them

For a grading permit, please complete Permit Application Page A Sections 1 through 3 and Permit Application Page B Sections 4 and 5.

### **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.

#### Tree Protection Measures Required

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). 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.)
- Expansion of and new driveways, sidewalks, decks, patios, 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. 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 booklet.
- No building permit will be issued until five (5) days after the notice of construction 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 booklet.

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

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

**NOTIFICATION TO ADJACENT PROPERTY OWNERS  
REGARDING LAND DISTURBING ACTIVITY**

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 land disturbing activity is proposed that may cause disruption to or change the grade of the property mentioned above. Any proposed grade change is required to be designed by a Licensed Professional Engineer and any change in grade 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 Section 9-3.4.4.3(d) of the Village Code the property owner(s) is/are required to notify adjacent property owners prior to a grading permit being issued for work that will include 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 5:00 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 5:00 p.m. Monday through Friday.

**Village of Wilmette  
Notice of Land Disturbing Activity  
Affidavit of Compliance**

**INSTRUCTIONS:**

1. Identify all properties adjacent to subject property.
2. For properties identified in #1, serve written notice on the form provided by the Village, upon all persons to whom current real estate tax bills are sent, as shown on record of local real estate tax collector, and all parties residing on or in possession of any portion of the property. Notice may be registered or certified mail, return receipt requested; or by hand delivery.
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:

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

I, \_\_\_\_\_, state upon oath that I have  
(Print name of person completing Affidavit)  
complied with the applicable notice requirements of Section 9-3.4.4.3(d) of the Wilmette Village Code.

Address of Adjacent Property	Name of Property Owner(s)	Service Hand Delivery Mail		Date Received	Neighbor Initials
		<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\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
(SEAL)

\_\_\_\_\_  
(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 9-4.5 of the Wilmette Village Code, no building permit subject to the notification requirements can be issued by the Village until five (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 registered or certified mail return receipt requested; 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 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 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)	Service		Date Notice Received
		Hand	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\_\_\_.

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

(SEAL)

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

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