

**Forestry Procedures for All Permit Applications**  
**Village of Winnetka Forestry Department**

**Application Requirements**

- \_\_\_\_\_ 1. Submit two (2) Tree Protection Plans with Permit Application. Tree Protection Plans should include the following:
- Location, Species, and DBH for all trees 8 inches in diameter and greater and 15 inches in aggregate diameter and greater for multi-stem trees. (Protected Tree)
  - Trees must be located for entire property, all trees on adjacent right-of-ways, and 15 feet surrounding property.
  - Location of critical root zones.
  - Proposed tree protection such as protective tree fencing, bridging, root pruning, crown pruning, augering of utilities, etc. (Note: Protective tree fencing must be 6 foot chain link.)
  - Proposed grade changes.
  - Location of proposed underground utilities. Areas to be augered or hand-dug must be denoted.
  - Location of all driveways, both temporary and permanent, parking areas, material storage sites and access ways.
  - Location of silt fencing.
  - Denote trees proposed for removal.
- \_\_\_\_\_ 2. Submit a completed Tree Removal Permit Application with property owners' signature for each proposed tree removal. Reasons for removal must be justified in writing.
- \_\_\_\_\_ 3. Submit written notification to all adjacent property owners and occupants whose property contains a Protected Tree within 15 feet of property line.
- \_\_\_\_\_ 4. Note: Due to the threat of the Emerald Ash Borer (EAB), All Ash tree removals must be performed by an Illinois Department of Agriculture compliant contractor and all logs and branches must be processed on-site to the specifications of the State and federal quarantines.

### **Pre-Construction/Demolition**

- \_\_\_\_\_ 5. Pay Tree Deposit. Total amount to be determined by Village. (\$250.00 per inch of DBH) Tree deposits should be paid at the time of permit issuance.
- \_\_\_\_\_ 6. Receive Tree Removal Permits. (Note: Permits shall be affixed to tree. **No tree may be removed without a permit affixed to the tree.**)
- \_\_\_\_\_ 7. Schedule a Tree Fencing/Protection Inspection. **No construction or demolition may occur prior to passing Tree Fencing/Protection Inspection, or Stop Work Orders may be issued.**
- \_\_\_\_\_ 8. Approved Tree Protection Plan must remain onsite for duration of construction project. Tree Protection must remain intact for duration of construction project. Tree Protection may not be moved or removed for any reason without Forestry Department Approval, or Stop Work Orders may be issued.

### **Construction**

- \_\_\_\_\_ 9. Submit Landscape Plan for review for Required Tree Replacement. Landscape Plan shall be submitted prior to planting to ensure material meets Village guidelines for full deposit return.
  - Replacement species should be at least 50% Shade Tree, 25% Evergreen, and 25% Ornamental.
  - Replacement trees must be a minimum 3 inches trunk diameter or 8 feet in height for clump or evergreen. (8 foot equals 3 inches)
  - Replacement trees must be planted in good forestry practice and must be specimen quality. Replacement trees must be from the Village Approved Species List.
- \_\_\_\_\_ 10. Notify Forestry Department to request removal of Tree Fencing/Protection. No trees may be harmed after removal of Tree Fencing/Protection.
- \_\_\_\_\_ 11. Post-construction measures including, root aeration, fertilization, pruning, mulching, etc may be required to restore project site.
- \_\_\_\_\_ 12. Install Required Tree Replacement.
- \_\_\_\_\_ 13. Schedule a Final Forestry Inspection.
- \_\_\_\_\_ 14. Receive C/O and Returned Tree Deposit.

# Village of Winnetka

## Application for Tree Removal Permit

In accordance with Chapters 15.28 and 8.20 of the Winnetka Village Code, a permit is required to remove any tree of 8 inches in diameter or greater. Please complete this application form for *each* tree you wish to remove.

**RETURN TO PUBLIC WORKS DEPARTMENT, 1390 WILLOW ROAD**  
**Fax: 847-716-3599**

Date of Application: \_\_\_\_\_ Property Address: \_\_\_\_\_

Property Owner Name (Printed): \_\_\_\_\_

Property Owner's Signature (**Required**): \_\_\_\_\_

Property Owner's Phone Number: (H) \_\_\_\_\_ (O) \_\_\_\_\_

Tree Removal Contractor: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_ Contractor's Phone #: \_\_\_\_\_

Diameter at four and one-half feet (DBH): \_\_\_\_\_ inches

Species: \_\_\_\_\_

Reason for proposed tree removal (check appropriate reason):

- Tree is dead, or dying  Tree is diseased
- Tree is damaged or injured to the extent that it is likely to die or become diseased, or to become a hazard to persons or property
- Tree constitutes a hazard to persons or property
- Removal of the tree is consistent with good forestry practices
- Removal of the tree will enhance the health of remaining trees within the immediate vicinity
- Removal of the tree will avoid or alleviate a practical difficulty or particular hardship on the property or residence
- Elm tree with Dutch Elm Disease  Ash tree with Emerald Ash Borer

Please indicate the approximate location of the tree proposed for removal. Draw a map on reverse, attach a copy of a plat of survey, or use a separate sheet of paper.

To expedite consideration of this application, please attach a detailed explanation of the indicated reason for the proposed tree removal.

NOTE: If tree removal permit is granted, you may be required to replace the tree with one or more trees (each of which shall have a diameter of not less than three inches). The Village requires a tree deposit of \$250.00 per replacement tree inch. A Village representative has the right to be present for removal. For additional information please call 847-716-3568.

Tree Removal Permits are affixed to the tree.

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*For Office Use Only*

Building Permit: \_\_\_\_\_

Approved  Denied  Date: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Tree Replacement Required: \_\_\_\_\_ inches

Deposit Required - Amount \$ \_\_\_\_\_ Date Received: \_\_\_\_\_



# VILLAGE · OF · WINNETKA

*Incorporated in 1869*



To: Building Permit Applicant

The Village of Winnetka has recently amended its Tree Preservation Code. As part of these amendments, written notice of the intended construction work, must be provided to any adjacent property owner whose property contains a Protected Tree (a tree over 8” diameter at breast height) within fifteen (15) feet of the property line in order to receive a Building Permit.

The attached letter must be completed in its entirety and sent or delivered to all occupants and taxpayers of record when applicable. After letters have been sent, return the completed and signed “Delivery of Construction Notification” form to the Village.

Building Permits shall not be issued without receipt of the completed and **signed** “Delivery of Construction Notification” form. You may contact the Forestry Department if you have any questions at 847-716-3568.

**Village of Winnetka Forestry Department**

**NOTIFICATION OF PROPOSED CONSTRUCTION AT**

**ADDRESS:** \_\_\_\_\_

Dear Property Owner:

You are being provided with this notice of proposed construction as required in the Winnetka Village Code Section 15.28.070.2, which requires that prior to obtaining a building permit, written notice of the intended construction work, must be provided to any adjacent property owner whose property contains a Protected Tree (a tree over 8” diameter at breast height) within fifteen (15) feet of the property line.

The purpose of this notice is to inform you that a building permit has been submitted for the following project:

Description of Construction:

\_\_\_\_\_

The permit applicant is:

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Section 15.28.070 of the Winnetka Village Code requires that any person who applies for a building permit shall submit a tree protection plan as part of the permit application. The tree protection plan is required to contain procedures and practices to preserve Protected Trees prior to, during, and following construction. You are encouraged to contact the applicant at the above address or telephone number to discuss any concerns or questions you have pertaining to the required tree protection provision.

You may view the tree protection plan at the Public Works Department, 1390 Willow Road, between the hours of 8:30am and 5:00 pm Monday through Friday.

## Delivery of Construction Notification – Forestry

Construction Project Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

List below all Occupants and/or Property Owners of Record notified of construction:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Occupant / Property Owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Occupant / Property Owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Occupant / Property Owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Occupant / Property Owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Occupant / Property Owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Occupant / Property Owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Occupant / Property Owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Occupant / Property Owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Occupant / Property Owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Occupant / Property Owner

*I hereby verify that the above occupants and/or Property Owners of Record have been issued written notice of intended construction work:*

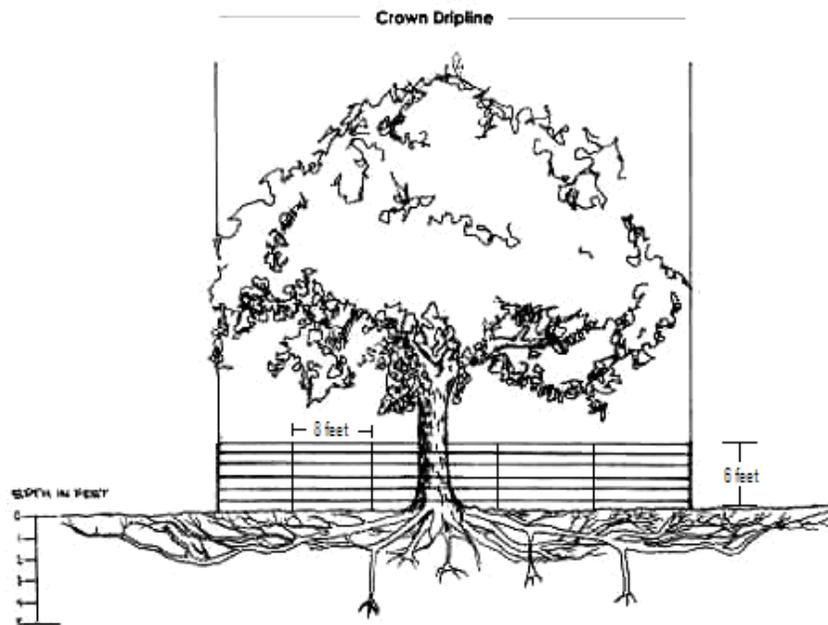
\_\_\_\_\_  
(Signature of Applicant)

Return completed form to: Village of Winnetka  
Department of Public Works – Forestry  
1390 Willow Rd.  
Winnetka, IL 60093

## Examples of Forestry Protection Procedures

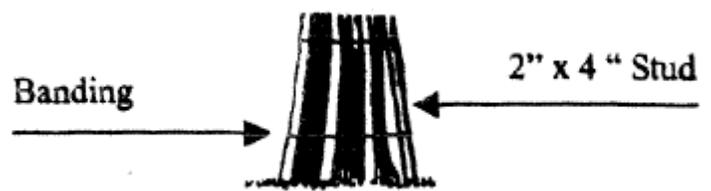
### Protective Tree Fencing:

- Protective Tree Fencing must be wire mesh or welded wire fencing (chain link), 6 feet high with steel or wooden posts installed and spaced no more than 8 feet apart.
- Protective Tree Fencing must extend to the dripline of the tree (which can be estimated at 1 foot for every 1 inch of DBH). But in no case shall fencing be:
  - ❖ less of a radius of 10 feet from trees up to 18 inches DBH
  - ❖ less of a radius of 15 feet from trees 18 inches DBH and larger
- Protective Tree Fencing must remain intact for the entire duration of the construction project and may not be moved or removed for any reason without Forestry Department approval ONLY.



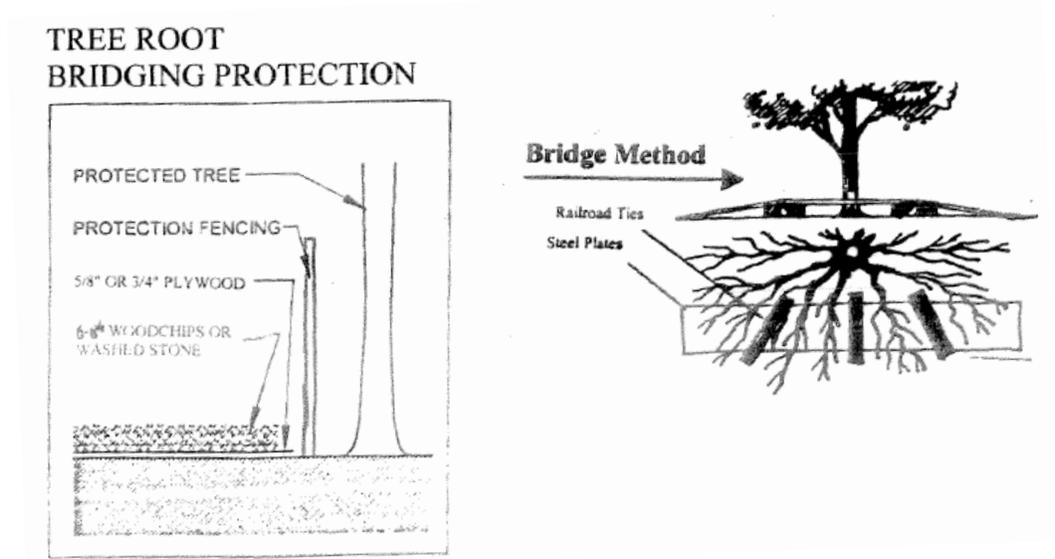
### Banding or Boards and Straps:

- Banding is used to protect tree trunks only.
- 2x4, 2x6 or 1x6 wood planks must be erected vertically and continuously around the trunk, fastened with metal wire or banding.
- No nails may be used on the tree.



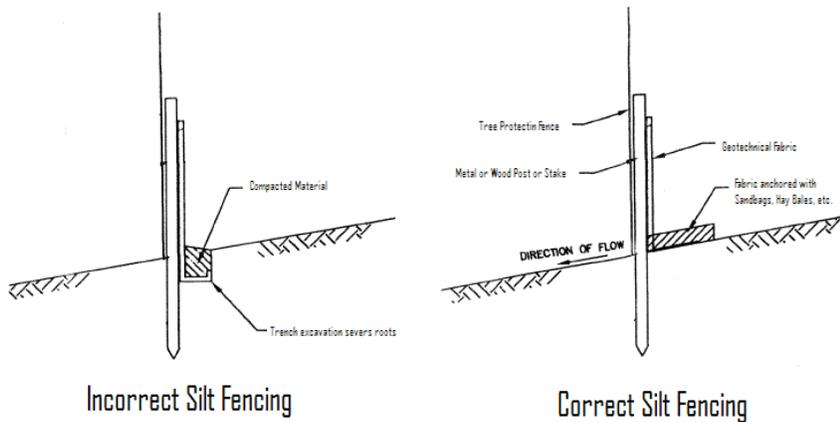
## Bridging:

- Bridging consists of 8 inches of wood chips over sheets of exterior plywood that is a minimum ¾ inch thick covering the critical root zone.



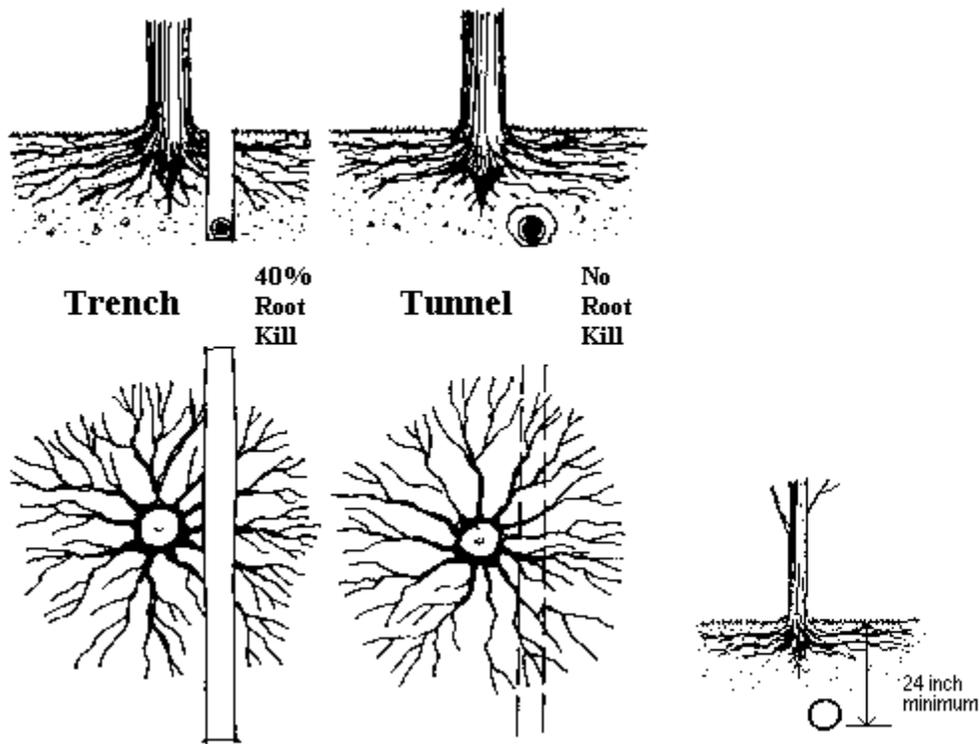
## Silt Fencing:

- The process of installing Silt Fencing usually involves trenching which damages the root systems of trees. Therefore Silt Fencing may not be installed within the dripline of any tree.
- If installing Silt Fencing within the dripline of a tree, then no trenching may occur. Fabric may be secured with sandbags, hay bales, etc.



### Underground Utilities:

- Utility open trench installation must be placed in a route least damaging to roots and outside of any tree protection for all trees on or off the property.
- Where the only available route runs through a critical root zone, then Augering is mandatory.
- For every 1 inch of DBH, a distance of 1 foot (up to 20 feet) is required to be Augered.
- Open pits for Augering must be minimized in size and located as far from trees as possible.
- Augering must be done a minimum 24 inches below the soil surface.

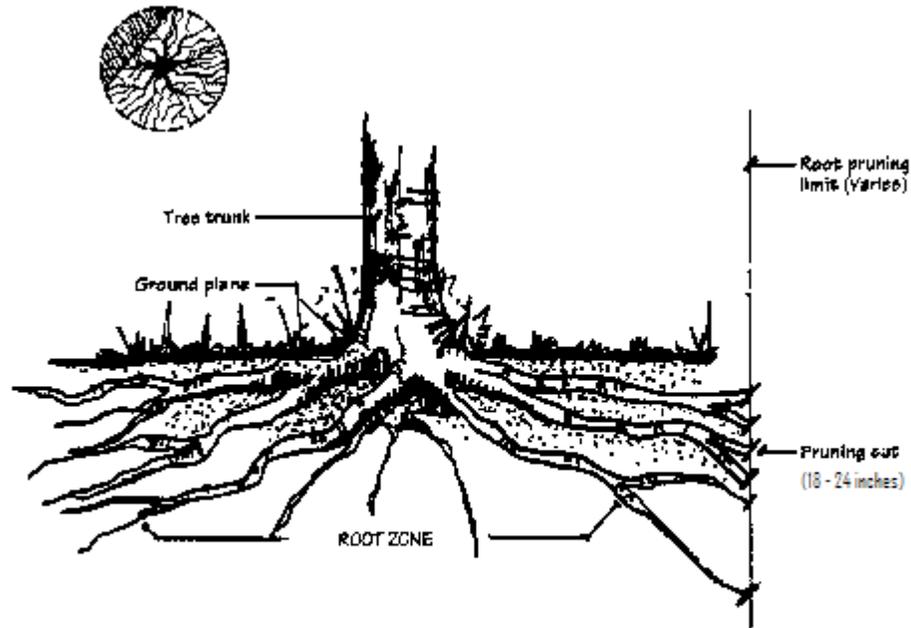


### Grade Changes:

- Grade Changes within the dripline of any protected tree are prohibited.

### Root Pruning:

- Root Pruning must be performed as far from the protected tree as possible, but still be effective in protecting from excavation activities.
- Root Pruning must be performed by a Certified Arborist prior to excavation activities.
- Root Pruning must be to a depth of 18 to 24 inches below grade.



### Tree Branch Pruning:

- Tree Branch Pruning to “raise” is used to minimize damage prior to construction activity.
- Tree Branch Pruning must be performed by a Certified Arborist.

