



Village of Winnetka  
Community Development  
510 Green Bay Rd.  
Winnetka IL 60093

## 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.C2 which requires that prior to issuance of any building permit for construction work which would change the footprint of the structure 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 Proposed Construction:

\_\_\_\_\_

The permit applicant:

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

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

\_\_\_\_\_

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

Email: \_\_\_\_\_

Section 15.28.070 of the Winnetka Village Code requires that any person who applies for a building permit to construct any building, structure or addition under the provisions of Title 15 of this code, shall also submit a tree protection plan for the subject property along with the other permit application documents required under Section 15.32.050 of this code.

The tree protection plan is required to contain procedures and practices to preserve Protected Trees prior to, during & following construction. You are encouraged to contact the applicant at the above address or phone number to discuss any concerns or questions you have pertaining to the required tree protection provision.