



TREE REMOVAL CHECKLIST

Required Application Forms:

- Tree Removal Application
- Notification of Proposed Construction form
- Delivery of Construction Notification form

Additional Documents:

- Two copies of a site plan or topographical survey with location & species of tree(s) to be removed.....location of all utilities grade & site changes
- Two copies tree protection plan

Compliance Items:

- Required for all trees 8" in diameter or larger

Village of Winnetka Code:

- Tree Enhancement and Preservation Chapter 15.28

**Village of Winnetka
Application for Tree Removal Permit**

In accordance with Chapter 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 OR FAX 847-716-3599.

Date of Application: _____ Property Address: _____

Property Owner's 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 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 the 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 Ditch 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. For additional information please call 847-716-3535.

Tree Removal Permits are affixed to the tree.

For Office Use Only

Building Permit: _____
 Approved Denied Date: _____ Reviewed By: _____
Tree Replacement Required: _____ inches
 Deposit Required - Amount \$ _____ Date Received: _____



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.



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Delivery of Construction Notification – Forestry

Proposed Construction Address: _____

Applicant Name: _____

Address: _____

Phone: _____

Email: _____

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

Occupant/Property Owner: _____

Address: _____

Occupant/Property Owner: _____

Address: _____

Occupant/Property Owner: _____

Address: _____

Occupant/Property Owner: _____

Address: _____

Occupant/Property Owner: _____

Address: _____

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

(Signature of Applicant)