



Tree Removal Permit Application

City of Park Ridge

Community Preservation & Development Department . 505 Butler Place . Park Ridge, IL . 60068
Phone: (847) 318-5291 . Fax: (847) 318-6411 . Website: www.parkridge.us

Address of Project: _____

Property Owner: _____

Address: _____

City/State/ Zip _____

Phone _____ Fax _____ Cell _____

OFFICE USE ONLY

Permit Number

Date Issued

Applicant Name: *(if different than property owner and contractor)* _____

Address: _____

City/State/ Zip _____

Phone _____ Fax _____ Cell _____

Tree Contractor Name: _____

Contact Name _____

Address: _____

City/State/ Zip _____

Phone _____ Fax _____ Cell _____

Permit Type: *(See page 2 for site plan and proposed tree removal list details)*

- Tree Removal Application (dead, dying, diseased/damaged, good forestry, other)
- Construction Tree Removal Application (trees need to be removed for construction project)

Please review the application/permit Notices on the back of this form.

For Office Use Only

Reviewed by: _____

Date: _____

Application Review:

Approved
of Replacement Trees required _____

Denied

Escrow Fee _____

Comments:

Site Plan

Draw your site plan in the space provided below. Please label all trees, with their number, on the site plan. You may also attach a plat of survey or engineering plan with required Tree Preservation Plan for construction projects (see Notices).

PROPOSED TREE REMOVAL LIST

Please indicate the tree(s) and their number on the site plan.

Tree Number	Species	DBH	Location (Front, Side, Rear lot)	Reason for removal
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Please mark all trees proposed for removal with ribbon, string, tape or paint for identification.

- **The Applicant** hereby certifies to the correctness of this form and all construction documents submitted. The applicant understands it is their responsibility to construct and/or perform work with all municipal, county, state and federal regulations. The applicant hereby accepts full responsibility of the proposed construction or tree removal.

Date: _____

Applicant Signature: _____

Notices

- Only trees greater than ten (10") inches DBH (31.5" circumference), multi-stemmed trees having a total diameter greater than fifteen (15") inches DBH (47.12" circumference), and/or any tree of any size that was required to be planted by City regulation, permit, ordinance or agreement requires a tree removal permit.
- The removal of a Healthy Protected tree, as defined by the Park Ridge Municipal Code (Article 15, Chapter 18, Section 2), may require replacement tree plantings. If tree replacement is required, then as a condition of the tree removal permit, the applicant shall place into escrow with the City an amount of \$375 per tree to be replaced. The money shall be returned once the new tree(s) is planted or deposited to the tree bank if no tree has been planted after a period of one year. If the City Forester determines that it would not be consistent with best arboricultural practice to plant replacement trees on the parcel from which trees were removed, escrow money shall be deposited into the City's tree bank replacement fund used for the planting of trees on public property.
- If a tree removal permit is being sought as part of a building or site construction project, a tree removal permit application shall be submitted including the Tree Preservation Plan as described/shown in the building or site construction plan. This plan shall indicate the following information for the entire site:
 1. A tree survey indication location, size and species of all Protected trees on site. All trees requiring a tree removal permit must be specifically labeled on the survey.
 2. All tree protection measures to be taken to minimize damage to trees. At a minimum, all fencing shall go to the dripline or to the excavation limits. Excavation limits falling within the dripline shall be subject to the approval of the City Forester.
 3. Location, shape and spatial arrangement of all existing and proposed buildings, walls, impervious surfaces, improvements and structures.
 4. Location, shape and spatial arrangement of all driveways, construction access roads, and construction material/debris storage areas.
 5. Existing and proposed utility services including gas, electric, telephone, cable TV, water and sewer.
 6. Existing and proposed elevations.
 7. Setbacks, yard requirements, easements and conservancy areas.
- The City Forester or Urban Forester shall review the tree removal permit application which may include an inspection of the site and/or meetings with the applicant to discuss the removal and/or provide any alternatives. The City Forester or Urban Forester shall render a decision on the tree removal permit request within ten (10) working days of the receipt of a properly filed request. A permit will be issued upon compliance with the requirements of Article 15, Chapter 18 and payment of any required fees and escrows.
- Any appeal of the denial of a Tree Removal permit shall be heard by the City's Public Works Committee of the Whole. Appeals must be filed, in writing with the City Forester, within ten (10) days of denial of the Tree Removal Permit. Appeals will be held within thirty (30) days of such filing.
- **The Permittee and Professional** certifying the plans submitted to the City of Park Ridge shall be solely responsible for and shall defend, indemnify and hold the City of Park Ridge and its elected and appointed officials and officers, employees, agents and representatives harmless from and against any and all injuries, claims, demands, judgments, damages, losses and expenses, including reasonable attorney's fees and costs of suit or defense, arising out of, resulting from or alleged to arise out of the issuance of this permit, including by not limited to personal injury, death, property damage. Without limiting the generality of the preceding sentence, the provisions of this paragraph shall extend to indemnify and hold harmless the City of Park Ridge and its elected and appointed officials and officers, employees, agents and representatives in connection with the termination or revocation of this permit.