



**CITY OF PARK RIDGE**  
**FORESTRY DIVISION**  
847-318-5231

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**FORESTRY BUILDING PERMIT REQUIREMENTS**  
**(TREE PRESERVATION PLAN)**

When a building or site work permit is being sought, a legible Tree Preservation Plan must be submitted along with other required documents indicated in the Community, Preservation & Development's Construction Guidelines. Each Tree Preservation Plan must indicate the following information for the entire site:

- ❑ A tree survey indicating location, size (diameter\*) and species of all Protected Trees greater than 10" diameter\* and all trees on public property. If no trees exist on either the public or private property, please indicate with a statement.
- ❑ Indicate how all trees and parkways are to be protected throughout all phases of construction. 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 Forestry Staff. **Refer to the City of Park Ridge's Tree Protection Fencing Detail for fencing requirements.**
- ❑ Indicate any trees greater than 3" diameter\* proposed to be removed for the site improvement or provide a list of such trees on the plan. Provide a completed Tree Removal Application for all single stemmed trees 10" or greater in diameter\* or multi-stem trees with a cumulative diameter of 15" or greater in diameter\*. If the site has numerous trees, the trees must be marked on the property as well. If no trees are being removed from the property, please indicate with a statement.
- ❑ Show location, shape and spatial arrangement of all existing and proposed buildings, impervious surfaces, structures, driveways, construction access points and construction material/debris storage areas.
- ❑ Show existing and proposed utility services including water & sewer, excavation locations for access to utilities and connections to mains, when applicable.
- ❑ Show setbacks, yard requirements, easements and conservancy areas.

**For additional information, please refer to the City of Park Ridge – Forestry Division's Tree Protection Fencing Detail and Article 15, Chapter 18 of the Municipal Code.**

\* Diameter is measured at 4 ½' from the ground.