



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: _____

Phone: _____ Email: _____

Tree Contractor: _____

Contact Name: _____

Phone: _____ Email: _____

Office Use ONLY

Permit Number

Date Issued

Permit Type:

- General Tree Removal (*dead, dying, diseased, damaged, etc.*)
- Construction Tree Removal (*trees need to be removed for construction project*)

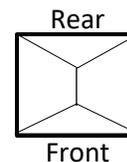
Construction Permit # _____

Proposed Tree Removal List

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

Site Plan

Please draw and label your tree(s) in the space below with their corresponding # from the Proposed Tree Removal List



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

I, the undersigned, certify that the above information is correct to the best of my knowledge and I agree, in consideration of and upon issuance of a tree removal permit, to do or allow to be done only such work as herewith applied for. I further declare that I am the property owner or otherwise authorized by the property owner to apply for this permit. I agree to conform to all applicable laws of this jurisdiction.

Applicant Signature: _____ **Date:** _____

- Applicant is: Property Owner
 Tree Contractor
 Other *

***If Other,** Contact Name: _____

Phone: _____

Email: _____

For Office Use Only

Reviewed by: _____

Date: _____

Comments:

Application Review:

- Approved Denied

of Replacement Trees required _____

Escrow Fee _____

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 and 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 indicating 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, 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.