

**CANOPY & SUBCANOPY TREE THINNING COST-SHARE PROGRAM**

Thank you for your interest in the Village’s Canopy & Subcanopy Tree Thinning Cost-Share Program. The Program requirements are authorized by "An Ordinance Providing for Ecological Cost-Share Programs in the Village of Riverwoods" and are subject to such ordinance, as from time to time amended. Note: an Ecological Consultation and approval from the Village Ecologist is required prior to applying for the Program. Attached you will find the Application and Contractor Specifications. **Please read all requirements carefully and complete the checklist before submitting your completed application.** The Canopy & Subcanopy Tree Thinning Program is a 50/50 cost-share program. The Village’s share limit is \$4,000. There is a \$100 non-refundable application fee. Once approved for the program, the applicant is allowed to re-apply one time each fiscal year (January 1) if desired. Note: the Village will not reimburse an applicant who performs the work themselves rather than hiring a qualified contractor.

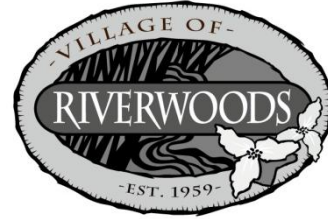
The intent of the Canopy & Subcanopy Tree Thinning Program is to provide for the removal of selected canopy & subcanopy trees to reduce shade levels and competition for desirable species such as young oak trees that are present on a property or that will be planted. It requires an assessment by the Village Ecologist of the existing conditions and potential trees to be removed. The applicant must hire a qualified contractor to remove the trees per the attached Contractor Specifications and Performance Standards.

To be eligible to participate in the program, the applicant must certify that they will comply with all requirements set forth in this packet. The property owner is responsible for property locations and staking their property lines. **Note: This program does not apply to removal of dead trees.**

After the application is approved by the Village Ecologist, the applicant will receive a permit from the Village to proceed with the work as proposed in the application. Once the work is completed, notify the Village and the Village Ecologist will conduct a site visit to verify the work has been completed per the approved Application, Contractor Specifications, and Performance Standards. The reimbursement request is then forwarded to the Village Board for approval. Reimbursement can be expected in 1 to 3 months following the approval of work.

**Checklist for Canopy & Subcanopy Tree Thinning Program:**

1. Conduct the required Ecological Consultation with the Village Ecologist.
2. Receive cost share report with map and work specifications (completed by Village Ecologist) including Canopy & Subcanopy Tree Thinning Program information packet & application. The application form is attached but can also be obtained from Village Hall or by downloading from the Village Website.
3. Select a qualified Contractor then submit completed application form & Contractor proposal/contract to Village Hall. The Village Ecologist will review the Contractor proposal/contract to make sure it conforms to the cost share report/map requirements and contact the applicant, if necessary, for clarification.
4. Receive permit from Village then hire the qualified Contractor to perform canopy & subcanopy thinning per the provided cost share report map, Contractor Specifications, and Performance Standards.
5. Following completion of work, submit a copy of the paid contractor invoice to Village Hall and request a final inspection by the Village Ecologist. The Village Ecologist will inspect the work to make sure it conforms to the cost share report/map, permit, and Performance Standards. Village Staff will review the Contractor invoice and contact the applicant, if necessary, for clarification and approve the payment of reimbursement from the Village. The Village Board will then approve the reimbursement payment to the applicant within 1 to 3 months.



**Canopy & Subcanopy Tree Thinning Cost-Share Program Application**

Owner's Name:	Owner's Telephone:	<b>For Village Use</b>	Permit Number	Fee \$100	Issue Date	Exp. Date
Owner's Address:						
Contractor's Name:	Contractor's Telephone:					
Contractor's Address:						
Contractor's e-mail:						
Contact Person (normal hours and emergency):						
Attach copy of Contractor's Certificate of Insurance & Pesticide Applicators License						

**Description of Planned Work**

Provide a brief description of proposed work including intent or purpose (attach Program Eligibility Map/Plan if applicable)


**Contractor Proposal/Contract, Invoice, & Applicant Reimbursement**

**For Village Use**

1) Total amount invoiced by Contractor	\$
2) Total amount of Village reimbursement requested (50%: limit \$4,000)	\$

\*\* Attach copy of executed Contractor proposal/contract and invoice

**Owner Statement of Certification and Village Approval**

I, owner of the property shown on the drawing in Riverwoods, Illinois, do hereby state that I am familiar with and certify that all work will be completed in accordance with the Program Eligibility Map/Plan and Contractor Specifications.		<b>For Village Use</b>	
Owner Signature:	Date:	Permit Sign Off Signature:	Date:
		Performance Standard Sign Off Signature:	Date:
Owner Printed Name:		Village Final Reimbursement Approval Signature:	Date:

**CONTRACTOR SPECIFICATIONS FOR CANOPY & SUBCANOPY TREE REMOVAL & DISPOSAL**

**PART 1 GENERAL**

**1.1 DESCRIPTION**

- A. THESE SPECIFICATIONS INCLUDE THE REMOVAL AND DISPOSAL OF CANOPY & SUBCANOPY TREES.

**1.2 QUALITY ASSURANCE**

- A. QUALIFICATIONS OF WORKMEN: PROVIDE AT LEAST ONE PERSON WHO SHALL BE PRESENT AT ALL TIMES DURING EXECUTION OF THIS PORTION OF THE WORK, WHO SHALL BE THOROUGHLY FAMILIAR WITH THIS TYPE OF WORK AND THE TYPE OF MATERIALS BEING USED. SAID PERSON SHALL BE COMPETENT AT IDENTIFICATION OF CANOPY & SUBCANOPY TREES TO BE CUT AND TO BE PRESERVED DURING THE SEASON (SPRING, SUMMER, FALL, & WINTER) WORK IS TO BE COMPLETED. SAID PERSON SHALL ALSO DIRECT ALL WORK PERFORMED UNDER THIS SECTION.
- B. THE VILLAGE MUST HAVE APPROVED THE PROPOSED WORK.
- C. SPECIAL ATTENTION SHALL BE APPLIED SO THAT UNDERSTORY VEGETATION IS NOT SIGNIFICANTLY DISTURBED WHERE CANOPY & SUBCANOPY TREES ARE TO BE REMOVED VIA CUTTING AND STUMP HERBICIDING.
- D. STANDARDS: ALL MATERIALS USED DURING THIS PORTION OF THE WORK SHALL MEET OR EXCEED APPLICABLE FEDERAL, STATE, COUNTY AND LOCAL LAWS AND REGULATIONS. THE USE OF ANY HERBICIDE SHALL FOLLOW DIRECTIONS GIVEN ON THE HERBICIDE LABEL. IN THE CASE OF A DISCREPANCY BETWEEN THESE SPECIFICATIONS AND THE HERBICIDE LABEL, THE LABEL SHALL PREVAIL.

**1.3 SUBMITTALS**

- A. LICENSES: PRIOR TO ANY HERBICIDE USE THE CONTRACTOR SHALL SUBMIT TO THE VILLAGE A CURRENT COPY OF THE STATE OF ILLINOIS COMMERCIAL PESTICIDE APPLICATOR'S LICENSE, WITH CERTIFICATION IN THE FORESTRY CATEGORY, FOR EACH PERSON WHO WILL BE APPLYING HERBICIDE AT THE PROJECT SITE.

**PART 2.PRODUCTS**

**2.1 MATERIALS**

- A. HERBICIDE TO BE USED FOR STUMP APPLICATIONS SHALL BE TRICLOPYR: 3,5,6-TRICHLORO-2-PYRIDINYLOXYACETIC ACID, BUTOXYETHYL ESTER, TRADE NAME GARLON 4 OR EQUIVALENT.

**PART 3.EXECUTION**

**3.1 REMOVAL METHOD**

- A. THE CONTRACTOR SHALL REMOVE AND/OR DISPOSE ALL WOODY MATERIAL WITHIN THE REMOVAL LIMITS AS MARKED BY THE VILLAGE ECOLOGIST OR AS NOTED ON THE COST-SHARE ELIGIBILITY MAP AS SPECIFIED BELOW:
  - 1) CUT WOODY MATERIAL MATERIAL CAN BE REMOVED & DISPOSED OF OFFSITE.
  - 2) CUT WOODY MATERIAL CAN BE BURNED (IN PILES) ONSITE BUT MUST BE KEPT OUT OF ECOLOGICALLY SENSITIVE AREAS.
  - 3) IF DESIRED BY THE OWNER, MULCHED MATERIAL CAN BE USED ON SITE FOR OTHER PURPOSES.
  - 4) APPROPRIATE TREES CAN BE CUT AT A HEIGHT OF 15-20 FEET AND LEFT AS WILDLIFE HABITAT.
  - 5) THE MAIN TRUNK(S) OF APPROPRIATE LARGER TREES CAN BE LEFT ONSITE AS LAYDOWNS TO SIMULATE NATURAL DECAY PROCESSES.

- C. CANOPY & SUBCANOPY TREES SHALL BE REMOVED MECHANICALLY BY CUTTING AT A HEIGHT OF NO MORE THAN 2 INCHES ABOVE THE SOIL OR WATER SURFACE WITH HAND TOOLS INCLUDING, BUT NOT NECESSARILY LIMITED TO, GAS POWERED CHAIN SAWS, GAS POWERED CLEARING SAWS, BOW SAWS, AND LOPPERS, AND TREATING IMMEDIATELY WITH SPECIFIED HERBICIDE.
  - D. A SUPPLY OF CHEMICAL ABSORBENT SHALL BE MAINTAINED AT THE PROJECT SITE. ANY CHEMICAL SPILLS SHALL BE PROPERLY CLEANED UP AND REPORTED TO THE VILLAGE WITHIN 24 HOURS.
- 3.2 INSPECTION, ACCEPTANCE, AND PERFORMANCE STANDARDS
- A. AFTER COMPLETION OF CANOPY & SUBCANOPY TREE REMOVAL & STUMP HERBICIDING, THE APPLICANT SHALL SCHEDULE WITH THE VILLAGE AN ACCEPTANCE INSPECTION OF THE WORK.
  - C. PERFORMANCE STANDARD: **THE CONTRACTOR GUARANTEES THAT ALL TREES ARE CUT, STUMPS HERBICIDED, AND MATERIAL DISPOSED OF AS SPECIFIED IN SECTIONS 2.1 AND 3.1 ABOVE AT THE TIME OF VILLAGE INSPECTION.**