

Instructions for Completing The Tree Removal/Replacement Permit Application



General:

In accordance with the Riverwoods Tree Preservation Ordinance, Ordinance Number 00-4-6, a permit is required for removal of any tree. As defined in the Ordinance, some trees may have to be replaced. In addition, if the tree is not being removed because it is dead, diseased, weakened, or hazardous to pedestrians or property (Code Sections 5-5-4C1, 2, 3, 4) a permit fee will be required.

Applicant Data Required:

Fill out the top part of the form entering the "Address of the Site", the "Owner's Name, Address and Phone Number" and the "Contractor's Name, Address and Phone Number".

Attach a drawing (or use the back of the application), labeling each tree proposed for removal with a number. Provide location dimensions, if necessary, so the Village Forester can easily locate the trees. Each tree proposed for removal must be marked, using spray paint, a ribbon, a rope, and/or other easy identifiable method.

In the middle of the form refer to the section labeled "Filled Out By Applicant". Put the tree number in the first column of the "Proposed Tree Removal" form. In the second column, add the species of the tree (using the common name, if known). In the third column, add the approximate Diameter Breast Height (DBH) measurement. Diameter Breast Height is defined as the length of a straight line passing through the center of the tree, measured in inches, at a point 4 ½ feet above the ground. In the last column, enter the reason for wanting to remove the tree. Complete this information for each tree that is proposed for removal.

After completing this information, add any comments you feel are necessary, then sign and print your name and date. The application, with drawing, can then be submitted to the Village of Riverwoods Building Department for review by the Village Forester.

Village Forester Review:

The Village Forester will review the application to determine if the trees can be removed, whether they have to be replaced and what (if any) is the permit fee. His conditional approval will be based upon the applicant's acceptance of the required replacements (if required) and the payment of the permit fee (if required). After the Village Forester completes his section of the form, it is returned to the Village Building Department, where they assign a permit number and enter the permit fee. The application is then returned to the applicant for acceptance.

Applicant Acceptance of Conditions:

If the applicant accepts the conditions of the Village Forester, he or she should sign in the "Acceptance Signature" box and print his or her name in the "Acceptance Printed Name" box. The signature should be dated in the "Date" box. Upon receipt of the accepted application form, the Village Building Department will collect the fee and issue the permit. The tree removal can then begin.

Replacement Tree Inspection:

To insure that the intent and purpose of the ordinance is upheld, the Village Forester will inspect the replacement trees every 3 months, for a period of one year. If any of these trees appear to be in jeopardy; the owner, at his or her expense, will be required to replace them.