

TREE REMOVAL PERMIT REQUIREMENTS



2020 Chestnut Road, Homewood, IL 60430

WHY IS A PERMIT REQUIRED?

Tree preservation has many environmental, social, cultural, and economic benefits. Mature trees:

- » Provide tree canopy shade.
- » Contribute to scenic beauty.
- » Increase property values.
- » Filter air pollutants.
- » Buffer noise.
- » Decrease air temperatures.
- » Contribute to passive heating/cooling, reducing energy costs.
- » Reduce stormwater flooding.
- » Provide habitat for wildlife.
- » Connect to history.

DO I NEED A TREE REMOVAL PERMIT?

Tree is located on private property?

yes no

→ Property owners are responsible for trees on private property, including in any easements. Do not conduct any work on trees in the parkway.

Tree is located entirely on your property?

yes no

→ If no, provide letter of authorization from HOA or adjacent owner.

Tree is 12" diameter or larger measure at 4.5' from ground?

Diameter = Circumference (around the trunk) divided by 3.14.

yes no

→ If yes, tree removal permit is required.

Is the tree dead or dying, a hazard, or an invasive species?

Determined by a certified arborist or landscape architect, verified by Village Arborist.

yes no

→ If yes, complete simple tree removal permit application.

Is the tree removal to accommodate development/ construction work?

yes no

→ If yes, complete comprehensive tree removal permit application.

Is the tree in good condition and non-invasive species?

Determined by a certified arborist or landscape architect, verified by Village Arborist.

yes no

→ If yes, replacement trees are required. See Table 44-05-07(C)(6)(c).

→ Refer to Homewood's Recommended Tree List to select replacement trees.

VILLAGE OF HOMEWOOD
RECOMMENDED TREE LIST:



44-05-07. Tree Preservation.

- A. **Applicability.** All property within the Village shall require an approved tree preservation and removal plan prior to removing any existing living and healthy trees as determined by the Village Arborist with twelve (12) inches diameter or greater.
- B. **Measurement Standard.** Diameter is measured at four and a half feet (4.5') from the ground.
- C. **Requirements.**
 - 1. The tree preservation and removal plan shall include an inventory of all trees subject to tree preservation.
 - 2. The plan shall indicate the location, size, species, and health of the tree as determined by a certified arborist or landscape architect.
 - 3. The plan shall be prepared by a certified arborist or landscape architect and approved by the Village Arborist.
 - 4. Every reasonable effort shall be made to incorporate trees identified in the inventory into the landscape required for the proposed development.
 - 5. Prior to granting approval to remove a mature, high-quality tree the Village Engineer or Village Arborist must determine that one of the following criteria apply:
 - a. The tree is dead, dying, diseased, or a threat to public health or safety.
 - b. The tree interferes with the provision of public services or is a hazard to traffic.
 - c. The location of the tree prevents development or redevelopment that cannot be designed to protect the tree.
 - d. The tree is an identified invasive species.
 - 6. All trees subject to tree preservation approved for removal shall be replaced in accordance with the following standards:
 - a. The trees to be removed shall be replaced within one (1) year of the date of approval and guaranteed as detailed in Section 44-05-07(C)(6)(d).
 - b. All replacement trees shall have a minimum diameter of two and one-half (2 ½) inches at the time of installation.
 - c. The trees plan shall be replaced at the rate specified in Table 44-05-07(C)(6)(d). Replacement trees may be used to satisfy the landscape requirements of this Section.

Table 44-05-07(C)(6)(c): Tree Replacement Rate	
<i>Diameter of Tree to be Removed</i>	<i>Number of Replacement Trees Required</i>
12-24 Inches	3
Greater than 24 Inches	4

- 7. **Fee-In-Lieu Option.** An applicant may provide a fee-in-lieu as established in the Village of Homewood fee schedule instead of the tree replacement requirements of this Section.
- D. **Trees Damaged During Construction.** In the event that a tree designated for preservation is destroyed, damaged, or removed during the construction process, the property owner shall be assessed a fine for the tree based on a landscape value equation, determined by the Village Arborist. The value of a tree shall be determined by the Village Arborist in accordance with the methods developed by the Council of Tree and Landscape Appraisers in the most recent Guide for Plant Appraisal.



VILLAGE OF HOMEWOOD

APPLICATION: SIMPLE TREE REMOVAL PERMIT

2020 Chestnut Road, Homewood, IL 60430

PROPERTY INFORMATION

Street Address: _____ Homewood, IL 60430

Land Use: Residential, Simple Ownership Non-residential
 Residential, HOA Common Area Vacant

Tree Removal Reason:

- The tree is dead, dying, diseased, or a threat to public safety.
- The tree interferes with the provision of public services or is a hazard to traffic.
- The tree is an identified invasive species.

Common Name: _____

Botanical Name: _____

Diameter (*Measured at 4.5' Above Ground*): _____

Condition: Excellent Good Fair Poor Dead

Location: Front Yard Interior Side Yard
 Rear Yard Exterior Side Yard (*Corner Lots Only*)

Additional Information:

I acknowledge and attest that:

- » All the information and exhibits submitted with this application are true and accurate to the best of my knowledge;
- » Village representatives are permitted to make reasonable inspections of the subject property necessary to process this application;
- » The Village will not conduct Level 2 (aerial) or Level 3 (canopy) assessment to verify the information provided by the qualified professional and does not take responsibility for costs of removal or damages to property due to trees.
- » I agree to pay all required fees;
- » No work may be done without first obtaining a permit. All work shall be completed in accordance with Village Codes and Ordinances.

Staff Notes

Approved
 Approved as Noted
 Denied

Initials: _____ Date: _____

PROPERTY OWNER

Name _____

Company _____

Address _____

Phone _____

Email _____

Check box if the property owner is the applicant.

QUALIFIED PROFESSIONAL

Name _____

Company _____

Address _____

Phone _____

Email _____

Qualifications Certified Arborist Landscape Architect

Certification No. _____

APPLICANT

If other than Property Owner or Qualified Professional

Name _____

Company _____

Address _____

Phone _____

Email _____

Role _____

Applicant Name

Applicant Signature

Date



VILLAGE OF HOMEWOOD

APPLICATION:
**COMPREHENSIVE
TREE REMOVAL PERMIT**

2020 Chestnut Road, Homewood, IL 60430

PROPERTY INFORMATION

Street Address: _____ Homewood, IL 60430

Land Use: Residential, Simple Ownership Non-residential
 Residential, HOA Common Area Vacant

Description.

Provide an overview of the proposed work requiring tree removal.

PROPERTY OWNER

Name _____

Company _____

Address _____

Phone _____

Email _____

Check box if the property owner is the applicant.

APPLICATION CHECKLIST

Provide the following:

- Completed application form
- Tree removal and replacement form(s) completed by certified arborist or landscape architect
- Letter of authorization by the owner or Home Owner’s Association (HOA)
- Plat of survey or site plan, including:
 - Property lines
 - Location of all trees with 12” or more diameter
 - Tree numbering labels, corresponding to form(s)
 - Extents of proposed new construction work
 - Location of replacement trees
- Photographs, labeled with numbers corresponding to form(s)

Incomplete applications will not be accepted.

Staff reserves the right to request additional materials, as required by the scope of the request, to make an informed decision.

Tree removal and replacement associated with non-residential development will be assessed during Site Plan Review. Refer to the Zoning Application for more information on this process.

QUALIFIED PROFESSIONAL

Name _____

Company _____

Address _____

Phone _____

Email _____

Qualifications Certified Arborist Landscape Architect

Certification No. _____

APPLICANT

If other than Property Owner or Qualified Professional

Name _____

Company _____

Address _____

Phone _____

Email _____

Role _____

I acknowledge and attest that:

- » All the information and exhibits submitted with this application are true and accurate to the best of my knowledge;
- » Village representatives are permitted to make reasonable inspections of the subject property necessary to process this application;
- » The Village will not conduct Level 2 (aerial) or Level 3 (canopy) assessment to verify the information provided by the qualified professional and does not take responsibility for costs of removal or damages to property due to trees.
- » I agree to pay all required fees;
- » No work may be done without first obtaining a permit. All work shall be completed in accordance with Village Codes and Ordinances.

Applicant Name

Applicant Signature

Date

TREE REMOVAL AND REPLACEMENT FORM

TREE: # _____

Tree Removal Reason:

- The tree is dead, dying, diseased, or a threat to public safety.
- The tree interferes with the provision of public services or is a hazard to traffic.
- The tree is an identified invasive species.
- The location of the tree prevents development or redevelopment that cannot be designed to protect the tree.

Common Name: _____

Botanical Name: _____

Diameter (Measured at 4.5' Above Ground): _____

Condition: Excellent Good Fair Poor Dead

Location: Front Yard Interior Side Yard
 Rear Yard Exterior Side Yard (Corner Lots Only)

Replacement Required: 3 Trees 4 Trees

Replacement Proposed: On-Site Trees Quantity: _____
 Fee-in-Lieu Amount: _____

NEW TREE: # _____

FOR TREE: # _____

Common Name: _____

Botanical Name: _____

Caliper: _____ Planting Date: _____

Location: Front Rear Interior Side Exterior Side

NEW TREE: # _____

FOR TREE: # _____

Common Name: _____

Botanical Name: _____

Caliper: _____ Planting Date: _____

Location: Front Rear Interior Side Exterior Side

NEW TREE: # _____

FOR TREE: # _____

Common Name: _____

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Caliper: _____ Planting Date: _____

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FOR TREE: # _____

Common Name: _____

Botanical Name: _____

Caliper: _____ Planting Date: _____

Location: Front Rear Interior Side Exterior Side

Staff Notes

- Approved
- Approved as Noted
- Denied

Initials: _____ Date: _____