



# TREE PERMIT APPLICATION

## VILLAGE OF GURNEE

### COMMUNITY DEVELOPMENT DEPARTMENT

**FRONT AND BACK PAGES—TO BE COMPLETED BY THE APPLICANT:**

DATE: \_\_\_\_\_

Is the proposal a (check all that apply):

- Tree Removal     Tree Replacement     Tree Relocation

**Location of Subject Property**

- 1. Address: \_\_\_\_\_
- 2. PIN Number: \_\_\_\_\_
- 3. Name of development, if applicable: \_\_\_\_\_
- 4. Present Use of Subject Property: \_\_\_\_\_
- 5. Present Zoning District of Subject Property: \_\_\_\_\_
- 6. Proof of Property Standing Provided: \_\_\_\_\_

(i.e. proof of property ownership, control, authorization from property owner, etc.—attach with application materials)

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Owner Name (if different than applicant):** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Contractor Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Applicant hereby certifies that: (1) All statements and other information submitted as part of this application are true and correct to the best of the applicant's knowledge; (2) Applicant has read and understands all information on application and in the Tree & Woodland Protection Ordinance; and (3) Permit becomes null and void if work authorized by such permit is not commenced within six (6) months from the date of the permit issuance, or if such work, when commenced, is suspended or abandoned at any time for a period of 90 days. A permit extension may be granted when deemed necessary by the Planning & Zoning Division.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Owner Date

**Proposed Tree Request**

The following information and applicable plans **MUST** be submitted with the application:

**A. Detailed Description of Proposed Tree Action (attach additional pages if necessary)**

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**B. Tree Survey** [shows location of existing trees and trees proposed for removal or transplantation on subject property; include tree schedule identifying each tree type, diameter breast height (DBH) measured at 4.5 feet above grade, and condition]

**C. Tree Replacement Plan** [shows location of replacement or relocated trees on subject property; include tree schedule identifying each tree type, caliper size measured at 12 inches above grade, and condition]

**D. Tree Preservation Plan** [if applicable, show protection fencing around the drip line (i.e. outside perimeter of the canopy of a tree) of all trees being preserved; tree protection fencing must be 4-5 foot tall snow fencing]

**E. Tree Replacement Chart** [for tree removals, complete chart in Section G to determine the total number and caliper of the required replacement trees]

**F. Guarantee of Performance** [provide a letter of credit or other acceptable form of guarantee (i.e. certified or cashier check) equal to 115% of the estimated cost of tree replacement and installation; to demonstrate this cost, provide a copy of the estimated replacement and installation from a landscaping company]

**G. Tree Replacement Chart**

**Step 1:** In Column 2, insert the total number of trees removed for each applicable caliper size in Column 1.

**Step 2:** Multiply each number in Column 2 by the corresponding replacement tree number in Column 3. Insert that number in the applicable line on Column 4.

**Step 3:** For each applicable line on Column 4, this represents the total number of required replacement trees. The corresponding caliper size for the replacements is shown on Column 5.

Column 1	Column 2	Column 3	Column 4	Column 5
Caliper Size of Existing Trees (in inches)	Total # of Removed Trees	Replacement Tree Number	Total # of Tree Replacements	Caliper Size of Tree Replacements (in inches)
30+		3		5"
20-29		2		5"
11-19		2		3"
6-10		1		3"
<6		1 per 2		3"