

VILLAGE OF SKOKIE TREE PRESERVATION REQUIREMENTS

The Village of Skokie is committed to maintaining the fine neighborhood quality that is one of the many factors that makes the Village a desirable place to live and work. One element that contributes to the neighborhood quality is the fine landscaping of homes with mature trees. Thus, to protect this environment, the Village Board adopted a tree preservation ordinance in 2003.

Village Ordinance Sec. 118-233 requires the preservation of trees for any new construction, enlargement or expansion for buildings and structures and other increases in impermeable surface over 600 square feet.

Parkway Trees of any size and *Site Trees* of eight (8) inches DBH or greater shall not be removed without first obtaining a *Tree Removal Permit*.

A *Tree Survey*, *Site Plan*, *Tree Preservation Plan*, and *Final Grading Plan* shall be submitted to the Community Development Department prior to the issuance of a building permit or *Tree Removal Permit*.

Failure to submit all documents and receive a *Tree Removal Permit* will result in the requested Building Permit being denied, all work being stopped, and possible fines imposed until procedures are followed.



DEFINITIONS

ANSI – American National Standards Institute. The A-300 Part 1: Tree, Shrub, and Other Woody Plant Maintenance

CALIPER - Diameter measurement taken at 6” above grade for trees up to and including 4” caliper size trees

CERTIFIED ARBORIST – A person who has successfully completed the requirements set by the Arborist Certification Board of the International Society of Arboriculture (ISA), and maintains good standing in the organization

CRITICAL ROOT ZONE (CRZ) - A vertical line extending from the outermost portion of a tree canopy (dripline) to the ground

DIAMETER BREAST HEIGHT (DBH) – The diameter of the main stem of a tree or the combined diameters of a multi-stemmed tree as measured 4.5 feet above the natural grade. Diameter is used for trees greater than 4” in *Caliper*

FINAL GRADING PLAN - A plan that shows the existing trees on the *Tree Survey* to be preserved and the new trees to be planted

PARKWAY TREE – A tree which grows on Village owned or controlled property, often located between the sidewalk and the curb

SITE PLAN – A fully dimensioned site plan that indicates the location of the proposed improvement, all *Parkway Trees*, and all *Site Trees* (8" in DBH or greater)

SITE TREE – A tree which is growing on or adjacent to the site and is on private property

TREE PRESERVATION PLAN - A plan that indicates the location, species, and size of all *Parkway Trees* (any size) and all *Site Trees* (8" DBH or greater) to be preserved. The plan must indicate the method of tree protection for all trees that have CRZs on the constructions site, including trees located on adjacent properties

TREE SURVEY - The tree survey shall be indicated on a recent plat of survey (3 months or newer), showing land contours, and all trees having a DBH of eight (8) inches or greater

REQUIREMENTS FOR TREE PRESERVATION, TRANSPLANTING, REMOVAL, AND PLANTING

TREE PRESERVATION

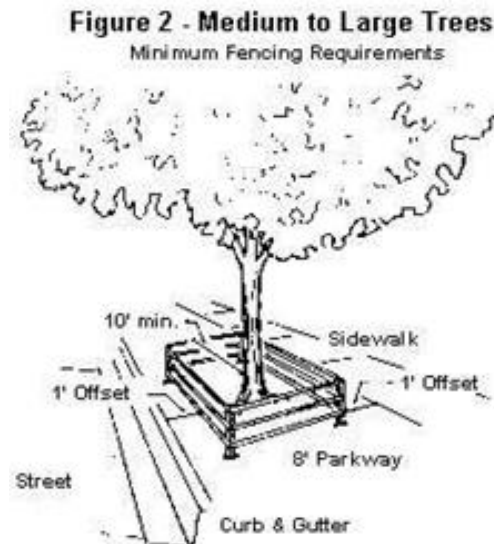
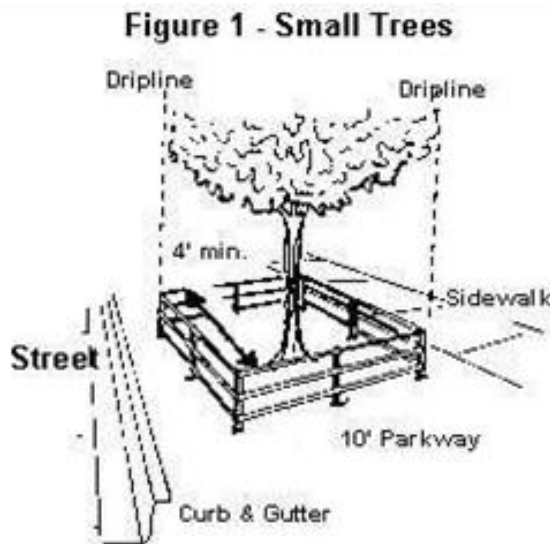
A *Tree Preservation Plan* indicating the location and species of *Site Trees* (8" DBH and greater) and *Parkway Trees* (any size) to be preserved must be submitted with the *Building O* application to the Building Division. The plan must indicate the methods of protecting trees on the site and adjacent property from construction activity, material storage, and designated access points.

It shall be the responsibility of the permit holder to protect all *Parkway Trees* of any size and *Site Trees* (8" DBH and greater). Existing trees subject to construction damage shall be properly fenced before any work is started. Once assembled, no fencing or other protection device shall be removed until the project is complete.

1. FENCE REQUIREMENTS

- a. All trees possessing a CRZ on the construction site shall be protected. This may include trees located adjacent to the site on neighboring properties.
- b. The entire CRZ of the tree must be fenced. Exceptions shall be approved by the Village Forester for *Parkway Trees* and by a private Certified Arborist for *Site Trees*.
- c. For *Parkway Trees*, the fence shall run parallel to the curb with a 1' offset, perpendicular to the curb to join the sidewalk, parallel to the sidewalk, and then back to the curb, to encompass the dripline of the tree. In some cases the driplines may overlap. It will be necessary to fence the multiple driplines as one.

Examples of parkway tree protection fencing



2. PRUNING REQUIREMENTS

- a. The contractor shall inspect each work site in advance and arrange to have any tree limbs pruned or temporarily tied that might be damaged by equipment operations or that will interfere with the new structure. This work must be performed by a private Certified Arborist.
- b. All tree pruning shall follow ANSI standards.
- c. Any tree limbs damaged by construction activity shall be pruned according to ANSI standards by a Certified Arborist at the contractor’s expense.
- d. A Village Forester shall be notified at least 24 hours prior to pruning any *Parkway Tree*.

3. TRENCHING AND ROOT PRUNING REQUIREMENTS

- a. Open trenching in the CRZ of *Parkway Trees*, or designated *Site Trees* is prohibited. Exceptions shall be approved by the Village Forester for *Parkway Trees* and by a private Certified Arborist for *Site Trees*.
- b. When approved trenching within the CRZ is necessary, root pruning must precede any trenching activities.
- c. A root pruning saw shall be used to make a clean cut of roots six (6) inches to the inside of the trench prior to the trench being dug. The roots shall be cut to a minimum depth of two (2) feet before any excavation occurs.
- d. Trenching machines are NOT allowed in root pruning operations.
- e. The soil from the excavation must be piled outside of the CRZ.
- f. If during construction additional roots are damaged and exposed, they must be cleanly pruned.
- g. Ripping, shredding, shearing, chopping, or tearing of tree roots shall not be permitted.
- h. Where there is insufficient space for trenching to bypass the CRZ, auguring must be used in place of trenching.

| Critical Root Zone (RZ) Augering Specifications | |
|---|--|
| Tree Diameter (DBH) | Distance or Tunnel or Trench from Face of Tree Trunk – Each Side |
| 2”-9” | 6’ |
| 10”-14” | 10’ |
| 15”-19” | 12’ |
| 20” or more | 15’ |

4. GENERAL REQUIREMENTS

- a. No stockpiling, storage of material, tools, or equipment shall be allowed within the protective fencing.
- b. No changes to original grade shall be allowed within the CRZ.
- c. Any time access other than an existing driveway is needed across the parkway, an entrance and exit point shall be established. This area shall be clearly delineated with an 18” layer of wood chips to minimize root tearing and compaction from heavy equipment. It is required for the duration of the project.

In the event that a protected *Parkway Tree* is irreparably damaged, the permit holder shall be held liable for the full appraised value of the tree(s) prior to construction according to the Guide for Plant Appraisal, 2000 Edition. If a *Site Tree* is damaged, the permit holder must follow the *Site Tree* removal procedures outlined in this document.

TREE TRANSPLANTING

1. PARKWAY TREES

- a. If a tree is 4" or smaller in caliper it shall be transplanted elsewhere on the parkway. It must be transplanted at the sole expense of the applicant prior to construction.
- b. The Village Forester shall approve the date, the contractor, and the site where the tree will be relocated. In the event that room does not exist on the adjacent parkway, the Village Forester will select a location in a nearby parkway.
- c. A *Tree Removal Permit* is required for transplanting; however, there is no fee for successfully transplanted trees. The tree must be maintained in a live state for one (1) year after transplanting. If the tree dies or exhibits significant decline prior to the one (1) year period, the applicant is required to replace the tree or pay the permit fee.

2. SITE TREES

- a. Transplanting is generally not an option for trees 8" DBH or greater. Any exceptions shall be approved by the Director of Community Development and Village Forester.

TREE REMOVAL

1. PARKWAY TREES, and other Village-owned or controlled trees

- a. The removal or relocation of *Parkway Trees* is not permitted without the approval of the Village Forester.
- b. A *Tree Removal Permit* is required to remove any parkway tree. Permits shall be submitted at least 10 working days prior to the start of the project.
- c. The Village Forester may deny a *Tree Removal Permit*.
- d. A *Tree Removal Permit* can be hand delivered or mailed to:

Village of Skokie
Attn: Community Development
5127 Oakton St
Skokie, IL 60077

- e. Permit fees must be paid prior to *Tree Removal Permit* issuance.
- f. Cost of removal, disposal, and stump grinding is the sole responsibility of the permit holder.
- g. Applicants must provide proof of liability insurance in the amount of \$1,000,000 for all contractors and subcontractors who will be conducting tree work. The insurance must co-name the Village of Skokie as additionally insured for the project.

2. SITE TREES, privately owned trees

- a. The removal of *Site Trees* 8" DBH or greater is not permitted without the *Tree Survey*, *Site Plan*, *Tree Preservation Plan*, and *Final Grading Plan*.
- b. A *Tree Removal Permit* is required to remove any *Site Tree*. Permits shall be submitted a minimum of 10 working days prior to the start of the project.
- c. The cost of replacement trees will be collected prior to issuance of *Tree Removal Permit*.
- d. Permit holder is liable for cost of removal, disposal, and stump grinding.
- e. Applicants must provide proof of liability insurance in the amount of \$1,000,000 for all contractors and subcontractors who will be conducting tree work. The insurance must co-name the Village of Skokie as additionally insured for the project.

TREE REMOVAL PERMIT FEE EXEMPTIONS

Trees may qualify for a permit fee exemption only if the tree is dead or has a severe hazard that cannot be pruned out. Exotic species as identified in the Illinois Exotic Weed Act (525 ILCS 10/3 from Ch. 5, par. 933), and trees that have a confirmed infection of Dutch elm disease (DED) or an infestation of Emerald ash borer (EAB) are also exempt. Requests for exemptions must include a letter from a Certified Arborist stating the reason for the exemption. Requests for exemptions must be received a minimum of 10 working days prior to the commencement of work.

TREE PLANTING

1. PARKWAY TREES

- a. According to Village Code 90-41 (j). Parkways, a permit holder shall agree to plant trees, or pay the Village to plant trees on the parkway for any new residence or addition to a residence that is greater than 400 sq ft.
- b. Replacement trees shall have a minimum caliper of 2 ½". Multi-stemmed trees are not permitted.
- c. All locations shall be pre-approved by a Village Forester.
- d. Trees shall be replaced based on the APPROVED SPECIES list. Other species or cultivars shall be pre-approved by a Village Forester.
- e. Large maturing species shall be planted in areas with no overhead utilities and in areas where the parkway is 5' or greater in width.
- f. Small maturing species shall be planted in areas with overhead utilities or in areas where the parkway is less than 5' in width.

2. SITE TREES

- a. Replacement trees shall have a minimum *Caliper* of 2 ½". Individual stems of multi-stemmed trees must be a minimum of 1.5" in *Caliper* to be eligible for reimbursement.
- b. Trees shall be replaced based on the *Approved Species* list. Other species or cultivars shall be pre-approved by a Village Forester, or they will not be eligible for reimbursement.
- c. Large maturing species shall be planted in areas with adequate space that are free of overhead utilities, in order to be eligible for reimbursement. Small maturing trees will not receive credit if planted in an area that is appropriate for a large maturing tree.
- d. Small maturing species shall be used in areas with confined rooting space and/or overhead utilities, in order to be eligible for reimbursement.
- e. After the landscaping is completed, submit the *Site Tree Replacement Reimbursement Form* to Community Development.
- f. The reimbursement amount cannot exceed the *Tree Removal Permit* amount. If the reimbursement amount is less than the *Tree Removal Permit* amount, the remaining funds will go towards Village tree planting.
- g. Trees shall be alive, in good condition, free of disease and insect pests, and possess good form. Trees shall be guaranteed survival for one growing season.

**APPROVED SPECIES FOR PARKWAY AND
PRIVATE PROPERTY TREE PLANTING**

Large maturing trees

| | |
|---|-----------------------------------|
| <i>Acer x freemanii</i> | Freeman maple |
| <i>Acer platanoides</i> ‘Crimson King or Royal Red’ | Norway maple |
| <i>Acer nigrum</i> | Black maple |
| <i>Acer miyabei</i> ‘Morton’ | State Street maple |
| <i>Aesculus glabr</i> | Ohio buckeye |
| <i>Aesculus octandra</i> | Yellow buckeye |
| <i>Aesculus hippocastanum</i> | Horse chestnut |
| <i>Betula nigra</i> | River birch |
| <i>Carya ovata</i> | Shagbark hickory |
| <i>Catalpa speciosa</i> | Catalpa |
| <i>Celtis occidentalis</i> | Hackberry |
| <i>Cladastris lutea</i> | Yellowwood |
| <i>Fagus grandifolia</i> | American beech |
| <i>Fagus sylvatica</i> | European beech |
| <i>Ginkgo biloba</i> | Ginkgo (male cultivars only) |
| <i>Gleditsia triacanthos</i> var. <i>inermis</i> | Honeylocust (thornless varieties) |
| <i>Gymnocladus dioecus</i> | Kentucky coffeetree |
| <i>Liriodendron tulipifera</i> | Tuliptree |
| <i>Liquidambar styraciflua</i> | Sweetgum (fruitless cultivars) |
| <i>Metasequoia glyptostroboides</i> | Dawn redwood |
| <i>Nyssa sylvatica</i> | Tupelo or Black gum |
| <i>Ostrya virginiana</i> | Ironwood |
| <i>Quercus bicolor</i> | Swamp white oak |
| <i>Quercus alba</i> | White oak |
| <i>Quercus ellipsoidalis</i> | Hills oak |
| <i>Quercus macrocarpa</i> | Bur oak |
| <i>Quercus muhlenbergii</i> | Chinkapin oak |
| <i>Quercus imbricaria</i> | Shingle oak |
| <i>Quercus rubra</i> | Red oak |
| <i>Taxodium distichum</i> | Bald cypress |
| <i>Tilia americana</i> | American linden or basswood |
| <i>Tilia cordata</i> | Littleleaf linden |
| <i>Tilia tomentosa</i> | Silver linden |
| <i>Ulmus</i> ‘Frontier’ | Frontier elm |
| <i>Ulmus</i> ‘Morton’ | Accolade elm |
| <i>Ulmus</i> ‘Morton Glossy’ | Triumph elm |
| <i>Ulmus</i> ‘Morton Stalwart’ | Commendation elm |
| <i>Ulmus parvifolia</i> | Lacebark elm |

APPROVED TREES FOR PLANTING UNDER WIRES ONLY

Small maturing trees

| | |
|---|---------------------------------------|
| <i>Acer campestre</i> | Hedge maple |
| <i>Acer tataricum</i> | Tatarian maple |
| <i>Aesculus pavia</i> | Red buckeye |
| <i>Amelanchier x grandiflora</i> | Serviceberry |
| <i>Carpinus caroliniana</i> | American hornbeam |
| <i>Cercis canadensis</i> | Eastern redbud |
| <i>Chionanthus virginicus</i> | Native fringetree |
| <i>Cornus alternifolia</i> | Pagoda dogwood |
| <i>Cornus mas</i> ‘Golden Glory’ | Corneliacherry dogwood |
| <i>Cotinus obovatus</i> | American smoketree |
| <i>Crataegus crus-galli</i> var. <i>inermis</i> | Thornless hawthorn |
| <i>Maackia amurensis</i> | Amur maackia |
| <i>Malus</i> ‘Red Jewel’ | Red Jewel crabapple |
| <i>Malus</i> ‘Prince Georges’ | Prince Georges crabapple |
| <i>Malus</i> ‘Coralburst’ | Coralburst crabapple |
| <i>Malus</i> spp | Other disease resistant/upright crabs |
| <i>Prunus maackii</i> | Amur chokecherry |
| <i>Syringa reticulata</i> | Japanese tree lilac |
| <i>Syringa pekinensis</i> | Peking lilac |

Fee Schedule for PARKWAY AND SITE TREE REMOVAL PERMIT (Note that there is no fee for SITE TREES smaller than 8” in DBH)

| Size of Tree Removed (DBH) | Removal Fee |
|----------------------------|----------------------------|
| 1-4” | \$100/inch of tree removed |
| 5-12” | \$900 |
| 13-24” | \$1200 |
| 25-36” | \$1500 |
| 36”+ | \$1800 |

Fee Reimbursement Schedule for SITE TREE REPLACEMENT

| # of (2.5 - 3” caliper trees) planted | Reimbursement Amount |
|---------------------------------------|----------------------|
| 1 | \$400 |
| 2 | \$800 |
| 3 | \$1200 |
| 4 | \$1600 |
| 5 | \$2000 |
| 6 | \$2400 |

| # of (3.5 - 4” caliper trees or larger) planted | Reimbursement Amount |
|---|----------------------|
| 1 | \$500 |
| 2 | \$1000 |
| 3 | \$1500 |
| 4 | \$2000 |
| 5 | \$2500 |
| 6 | \$3000 |



VILLAGE OF SKOKIE

Community Development - Building and Zoning
5127 Oakton St
Skokie, IL 60077
Phone: (847) 933-8223

For office use only:

Project # _____
Date Received: _____

TREE REMOVAL PERMIT APP

PROPERTY ADDRESS _____

OWNER OF PROPERTY _____ (First Name Last Name)

Address _____ City/State/Zip _____

Mobile _____ Telephone _____ E-Mail _____

CONTRACTOR

Address _____ City/State/Zip _____

Phone _____ E-Mail _____

CERTIFICATE OF INSURANCE? Y N **Certificate**

Amount: _____

Copy of Certificate must be supplied and attached to this form prior to permit issuance

REASON FOR REQUEST: _____

Location: Indicate if tree is in parkway or privately owned and where the tree is on lot.

| TREES TO BE REMOVED/RELOCATED: (refer to the fee schedule for cost) | | | | |
|---|----------|-----------------|----------------------------|------|
| Tree Species | Location | Trunk Diameter* | Remove or Transplant | Cost |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total Cost: | | | | |
| Room for replacement: | | | Department Use Only | |
| PARKWAY TREE REMOVAL PERMIT FEE (total cost): | | | | |

*Measure trunk 6" above the ground for trees less than 4" in diameter and 4.5' above the ground for trees 4" or larger.

DEPARTMENTAL APPROVAL: _____

DATE: _____



VILLAGE OF SKOKIE

Community Development
 5127 Oakton St
 Skokie, IL 60077
 Phone: (847) 933-8223

For office use only:
 Project # _____
 Date Received: _____

Site Tree Reimbursement Form

| NAME: | | EMAIL: | |
|--|-----------------|----------|-----------|
| ADDRESS: | | PHONE: | |
| LANDSCAPE CONTRACTOR: (if applicable) | | | |
| ADDRESS: | | PHONE: | |
| BUILDING PERMIT NUMBER: | | | |
| <p>REPLACEMENT TREES PLANTED (for reimbursement request): The allowance for 2 ½ -3" trees is \$400 and, for 3 ½ - 4" trees it is \$500. To qualify for reimbursement, trees planted must be from the "Approved Species List".</p> | | | |
| TREE SPECIES | TRUNK DIAMETER* | LOCATION | ALLOWANCE |
| | | | |
| | | | |
| | | | |
| | | | |
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| | | | |
| <p>REIMBURSEMENT GRANTED: (to be completed at the end of the project by the Village)</p> | | | |

*Measure trunk 6" above the ground for trees less than 4" in diameter and 4.5' above the ground for trees 4" or larger.

DEPARTMENTAL APPROVAL: _____

DATE: _____