

## Do I Need a Tree Removal Permit?

An approved tree removal permit is required prior to the removal of:

- Any single-trunked tree (dead or alive)  $\geq 8$ " in diameter
- Any multi-trunked tree (dead or alive)  $\geq 15$ " in aggregate diameter
- ANY VEGETATION in ravines and bluffs (Also requires an approved revegetation plan)

## Tree Removal Permit Fees

Tree Removal Permits are FREE for trees that are:

- Dead
- Diseased
- Dying
- Hazardous

Removal of healthy trees require the assessment of tree removal fees and tree replacement requirement.

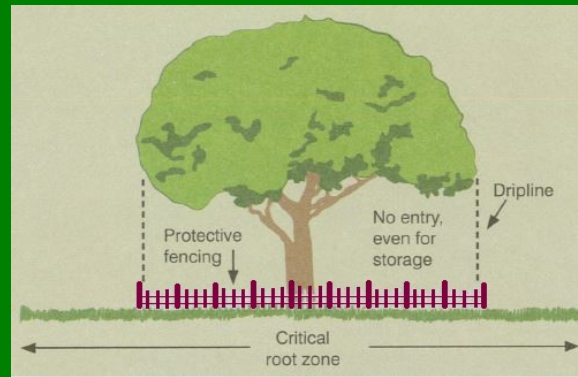
**Contact Forestry for more information.**

*Tree Removal Permit Applications can be filed at City Hall (1707 St. Johns Avenue), Public Works (1150 Half Day Road), or on the Forestry page of the Highland Park webpage at [cityhpil.com](http://cityhpil.com)*



## Violations to Highland Park Tree Ordinances Include:

- Removal of trees without a permit
- Use of heavy equipment within the driplines of trees
- Storage of materials or fill within the driplines of trees
- Excavation within the driplines of trees
- Alteration/Removal of approved tree preservation fence prior to the completion of construction



# Trees & Construction

What you need to know about Highland Park's Tree Preservation Ordinance



Department of Public Works  
Forestry Section  
847.432.0807

# What is the Submission/Approval Process for TREE Permits?

Documentation Required for a TREE Permit related to Construction Application:

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1. *Tree Preservation/Removal Permit Application* cover sheet
2. Tree Inventory & Survey
  - a. List of Tree Removals
  - b. Tree Tagged to Identify each Individual tree Under 6" and larger in diameter
3. Tree Preservation Plan
  - a. Site Plan showing scope of work
  - b. Map of Tree Preservation Fence (if required)
  - c. Map of Ingress for Equipment into rear/side yard
  - d. Documentation of any additional Tree Preservation Measures (ex. Root Pruning)

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4. Applicant Installs Tree Preservation Fence
  - a. Once Installed, Applicant calls to schedule Forestry Fence Inspection
6. Issuance of the Construction Permit Package: including any tree removal permits
  - a. No permitted tree removal may be done prior to issuance of construction permits
7. Construction
  - a. Tree Preservation Fence remains in place for the duration of construction
8. Tree Replacement (*if required*)
  - a. Once installed, Applicant should call to schedule Forestry Tree Replacement inspection
  - b. A Fee in-lieu of planting will be assessed for any deficit to required tree replacement

*Note: a Certificate of Occupancy will not be issued until requisite tree replacement is completed*

## Tree Preservation Fence

Tree Preservation fence excludes existing trees (including their critical root zones) from all construction activity using a rigid barrier

### What are acceptable materials for Tree Preservation Fence?

Highland Park City code requires either Wood Lathe or chain link fence to be used for the purposes of tree preservation fencing.

#### Wood Lathe Fence



#### Chain Link Fence



*Orange Plastic Snow fence is NOT accepted as tree preservation fence*

## Does My Construction Project Require a TREE Permit?

To determine whether you require a TREE permit, does your project involve any of the following:

- Tree Removal
- Removal of vegetation in the ravines or on the bluff
- Excavation around trees
- Operation of heavy equipment near trees
- Storage of materials or fill on a site with trees

### Examples of Construction Requiring TREE Permits:

- Demolition of a home or garage
- Construction of a new home or garage
- New addition to an existing home
- New underground utility installation or repair
- Pool installation or removal
- Patio, Deck, or sidewalk renovation
- Retaining wall installation or repair
- New Driveway Installation or Reconfiguration
- Steep Slope Restoration or Revegetation