



**VILLAGE OF HUNTLEY
Residential Parkway Tree Reimbursement Application**

(A Parkway Tree Planting Permit must be obtained prior to planting in order to qualify for a rebate)

This permit is required for planting of tree(s) in the street right of way (area between the sidewalk and the street).

Date of application: _____

Name of Applicant: _____

Address: _____

Telephone: _____

E-Mail: _____

DESCRIPTION OF TREE(S) TO BE PLANTED

Tree Variety/Species: _____

Size of tree at time of planting – Caliper or Diameter at Breast Height (DBH): _____

Person or Company completing work: _____

- Property owner must obtain underground utility locations before planting - call J.U.L.I.E. at 1-800-892-0123.
- Complete simple drawing on reverse side of this application
- The location of the tree to be planted is solely at the discretion of the Village of Huntley

I, _____, have received, read and will adhere to the Rebate Program Rules and Regulations.

Homeowner's Signature

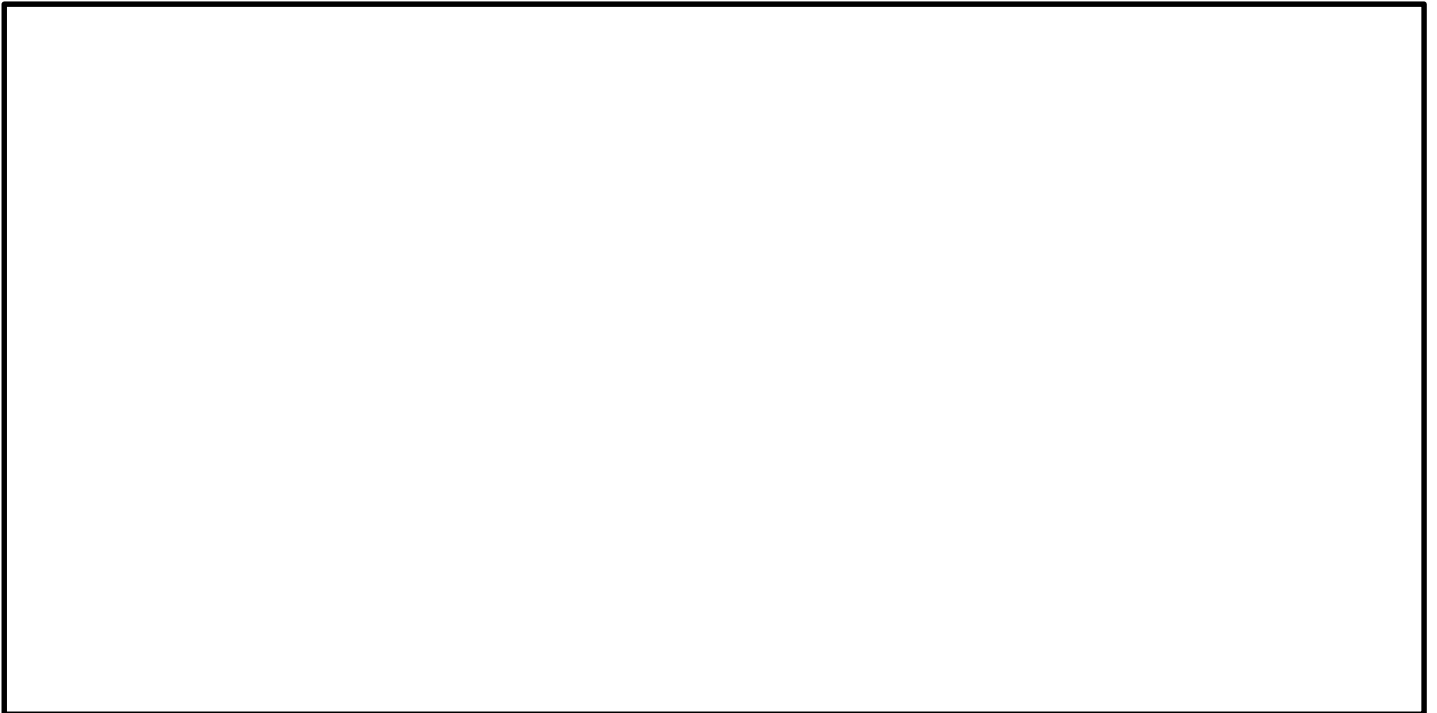
Return this permit by mail or in person prior to planting to: Village of Huntley
50/50 Tree Program
10987 Main Street
Huntley, IL 60142

If you have questions or need additional information, please contact the Public Works Department at ddebartolo@huntley.il.us or 847/515-5222.

FOR OFFICE USE ONLY	Permit Number: _____
The tree planting permit described herein is approved / not approved by the Village of Huntley.	
_____ Village of Huntley	_____ Date

Please complete a simple drawing (include the sidewalk, parkway, curb and street line) in the box provided showing the location of the tree(s) to be planted. Be sure to include:

- Other features in the parkway (hydrants, mailbox, street signs, street lights, other trees, etc.)
- Include the distance from the driveway, other trees, property line, etc.
- Please be sure to let us know if your property is on a corner.
- Feel free to use a separate sheet of paper if that is more convenient.

A large, empty rectangular box with a black border, intended for a simple drawing of a street scene showing the location of trees to be planted. The box is currently blank.

REIMBURSEMENT AMOUNTS:

If you plant a 2.5" caliper tree – the Village will reimburse you 50% up to \$185

If you plant a 3.0" caliper tree – the Village will reimburse you 50% up to \$225

If you plant a 4.0" caliper tree – the Village will reimburse you 50% up to \$325

Once the tree(s) is planted, simply submit a copy of the paid receipt. Staff will inspect the tree and submit the documentation to Finance for reimbursement.

Rebate Program Rules and Limitations

This program is subject to limited funding availability. Failure to meet any of the qualifying conditions will void the reimbursement request. No reimbursement checks will be issued until a final inspection has been passed. Reimbursements are limited to one per residential address. Checks may take up to 8 weeks to be issued and the Village will not be held responsible for any mail or check lost by the U.S. Postal Service or any other delivery service carriers.

Parkway Tree Selection

The State of Illinois offers a comprehensive list of trees that would be appropriate on parkways. That list may be found at: www.agr.state.il.us/eab/Reforestation.htm and click on Northern Illinois.

Per Village Code, the following trees are not allowed in Village parkways:

American Elm (Ulmus Americana)	Ash (Fraxinus sp.)	Bois D'Arc (Maclura Pomifera)
Box elder (Acer Negundo)	Catalpa (Catalpa sp.)	Chinaberry (Melia Azedarach)
Cottonwood, Poplar (Populus sp.)	Flowering Crabapple varieties (Malus sp.)	Jerusalem Thorn/Petuma (Parkinsonia Aculeata)
Lilac Chaste Tree (Vitex Agnuscastus)	Mimosa (Albizia Julibrissin)	Mulberry varieties (Morus sp.)
Peach/Plum varieties	Pine Tree Varieties (Pinus sp.)	Siberian Elm (Ulmus Pumilia)
Silver Maple (Acer Saccharinum)	Sycamore (Platanus Occidentalis)	Texas Mountain Laruel (Sophora Secundiflora)
Tulip tree (Liriodendron Tulipifera)	Willows (Salix sp.)	

Planting a Tree

Trees may be planted in the parkway at a distance no less than 40 feet from another tree in the parkway and 10 feet from the driveway.

Dig the hole twice as wide as the root ball (container), and no deeper than the height of the root ball. The soil that you dig out of the hole is what you use to backfill around the root ball. No soil amendments are recommended when planting a tree; therefore, no compost, peat moss, or shredded pine bark should be added to the backfill.

After planting the tree, build a 4-inch tall berm around the edge of the hole. Fill the berm with mulch (i.e. shredded bark, compost). The mulch and berm make it easier to water the tree and reduce weed competition.

Immediately after planting, give the tree a good amount of water by filling the berm with water. This will help settle the soil around the root ball. During week one: water the tree every day (about one pint of water each day). During week two: water every other day with about one quart of water. During week three: water every third day with two quarts of water. Week four and beyond your new tree should receive about 1 inch of water per week. The goal is to wean the tree slowly off of supplemental irrigation, and get the root system large enough for the tree to thrive on natural rainfall. Please remember to adhere to the Village's outside water usage status.

