



VILLAGE OF
WHEELING
ILLINOIS

Forestry Management Plan

12.08.020 - Forestry duties and responsibilities of the director of public works.

It shall be the responsibility of the director to administer the written plan for the care, planting, pruning, and removal of trees and shrubs within the parkways and in other public areas. Such plan as developed by the forestry superintendent and planner shall constitute the official comprehensive tree plan for the village of Wheeling, Illinois.

Introduction:

The Village of Wheeling has developed this forestry management plan to provide clear direction and achievable goals for the preservation, protection, and enhancement of the publicly owned urban forest throughout the community. The plan contains pertinent requirements as described in the Village Municipal Code, as well as operational practices, policies, and guidelines employees by the Village to manage and maintain its urban forest.

The urban forest is all of the trees on public property throughout Wheeling. These trees are located along parkways, parks, around public buildings, along pathways, on street islands, and in natural areas throughout the community. This urban forest provides an interconnected network of services and benefits to the entire community. These services and benefits include improved air and water quality, reduction in storm water run-off, increased property values, energy reduction, improved psychological and physical health, and habitat for wildlife. This plan recognizes that the urban forest is critical infrastructure within Wheeling. The primary goal of this forest management plan is to provide for a robust, healthy, and long-lived urban forest of publicly owned trees. This is only possible when we recognize that trees are a long-lived species. It takes decades for a tree to reach maturity, when it can provide the most benefits and services. When a mature tree is removed, entire generations of service is lost. Larger trees provide larger benefits, so it is crucial to support a mature, healthy, urban forest to maintain our quality of life, for this generation and generations to come.

The Village of Wheeling currently hosts an urban forest on public grounds consisting of approximately 6,500 trees. The Village has historically provided a high level of urban forest management. This is demonstrated by the continued support of the Forestry Division program budget and the progressive and responsive services the Division provides for the citizens of Wheeling. The following is a list of long-term forestry goals for the Village of Wheeling:

1. Enhance Village parkways with a high tree density through proactive planting efforts to promote the development of a full, healthy street tree corridor;
2. Promote a wide variety of tree species through species selection for the purpose of tree diversity;
3. Maintain an urban forest through species selection that exhibits tolerance to urban conditions including air pollution and soil disturbance, freedom from insect and disease pests, site-appropriate forms and branching patterns, longevity, and low susceptibility to breakage by ice and wind storms;
4. Protect existing tree health through periodic pruning, monitoring of insects and disease levels, and correcting tree problems where possible;
5. Promulgate public awareness of trees and their individual and collective benefits to Village residents;
6. Prioritize safety in the street corridor and public areas by removing dead, structurally weak, and hazardous trees from Village rights-of-way and properties;
7. Ensure administrative support for the protection and maintenance of public trees during construction activities; and
8. Develop budget strategies to meet future demands on the Village of Wheeling forestry program.

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1.0 **Definitions**

For the purpose of this document, the following terms, phrases, words and their derivation shall the meaning as set forth in this section:

- A. “Director” means the director of public works or designee.
- B. “Forester” means the streets/forestry superintendent, foreman or other qualified and responsible ISA certified arborist of the village authorized by the director.
- C. “Planner” means the village planner or designee.
- D. “Urban Forest” means all the trees that make up the canopy of the Village on private and public property combined.
- E. “Public Canopy” means trees located in the right of way and on Village owned property.

2.0 **Inventory**

An accurate and up to date tree inventory helps make informed decisions relative to species diversity when selecting new trees and identifies appropriate funding needs for a rotational pruning program.

At least once every five years, a Village-wide tree inventory will be conducted to ensure an accurate accounting for all parkway trees and their current size. In addition, staff will update the inventory database throughout the year as tree removal and planting programs take place.

3.0 **Tree Assessment and Scope of Inspection Types**

Periodic inspection of infrastructure is common for municipalities and helps ensure various components are in working order and continue to provide the service they are intended for. Trees however, unlike buildings, roads or water systems, are living organisms. Diseases, pests, damage, environmental conditions (weather, site changes, etc.) and other factors change how they grow, respond or degrade. The level of assessment needed is generally dictated by the reason an inspection is needed. The Village categorizes assessments into three levels.

3.1 **Levels of Assessment**

- A. **Level 1: Limited Visual Assessment**
Used for assessing a large population of trees in a short time from a slow moving vehicle. Trees are viewed from both directions of travel to identify structural defects or disease related issues of concern. Generally, a common target or set of targets is similar for all sites.
- B. **Level 2: Basic Assessment**
Utilized for assessing a single tree in more detail from the ground using basic tools such as a probe, mallet or binoculars. Depending on the reason for the assessment, these assessments may require further documentation.
- C. **Level 3: Advanced Assessment**
An advanced assessment is performed to provide detailed information about specific tree parts, defects, targets or site conditions. This often includes an aerial inspection. In extreme circumstances, at the discretion of the Director, methods such as laboratory analysis, ground penetrating radar analysis or sonic wood assessments may be considered.

3.2 **Routine Inspections**

At least once per year, the forester will inspect 20% of all parkway trees to assess general tree health conditions such as leaf color and quality, flower and fruit production, and tree structure and form. Any noticeable conditions or questionable features are inspected closer. This inspection will be utilized to identify defects that require mitigation up to and including pruning, tree removal, or other tree maintenance.

It will also be performed in order to search for infectious diseases such as Dutch elm disease (DED), oak wilt, and Emerald Ash Borer (EAB) infestations. When public trees are infected with DED or infested with EAB, a work order will be created, and the removal is prioritized on the removal list.

If a private tree is identified as infected with DED or EAB, the Municipal Code states that the Village must send a letter to the property owner notifying them of the requirement to have the tree removed and destroyed at the property owner's expense within thirty days of the notification from the Village.

Typically, a Level 1 Assessment is sufficient for routine inspections. However, a Level 2 Assessment is often warranted on specific trees of concern during this process.

3.3 Storm Event Inspections

After storms where tree damage has occurred, staff will conduct a level 1 assessment to determine the severity of the damage, and will be used to plan clean-up efforts.

The location of each damaged tree is recorded, and lists are generated for Public Works crews for branch/brush pick-up and pruning of any hanging or broken limbs. Branches from public trees are either removed as they are found or stacked on the parkway for later disposal. In addition, private property trees are also assessed to see if Village-wide brush pick-up may be warranted. If so determined, residents may stack storm damaged tree debris in the parkway for pick-up by Public Works crews. If storm damage does not warrant Village-wide brush pick-up, residents will be responsible for cleaning up tree damage on their private property. Village staff will log locations that have private brush on the parkway for later inspection to ensure disposal.

3.4 Public Tree Inspections

The forester will inspect public trees outside of routine inspection cycles when warranted or at the request of any property owner. The forester will document the inspection and follow up with the property owner to explain any findings and/or actions the Village may perform.

3.5 Private Tree Inspections

The Village does not perform inspections of private trees at the request of any property owner unless the tree is reported to be infested, diseased or present a condition that constitutes a risk to the public, property or service. In such cases, the Village arborist will follow the provisions as detailed in section 12.080.22 of the Municipal Code.

In all other instances, the Village shall recommend the property owner seek the counsel of a professional tree care provider.

4.0 Tree Planting

The purpose of tree planting is to increase the quantity and quality of parkway trees and provide an aesthetically pleasant road corridor. Tree planting replaces trees removed from the right of way and, when appropriate conditions allow, fills in open spaces where trees could improve the area.

In relation to beautification and improving the community's identity as recognized in the Village's Strategic Plan, the Village allocates funding for tree planting each year from the Capitol Improvement plan.

4.1 Suburban Tree Consortium

The Village has been a member of the Suburban Tree Consortium since 1990. The Consortium contracts and negotiates with nurseries and tree planters on behalf of its members allowing for higher quality trees and competitive pricing for multiple years under these agreements. In addition to the cost benefits of this Consortium, the panel of members also provide a forum for mutual study, development and implementation of tree planting and maintenance programs.

4.2 Annual Tree Planting Program

Each year the Village will oversee at least one tree planting program. Typically in spring. Trees that are removed in one calendar year will be placed on a list for replacement consideration the following year. In addition to replacing trees that were removed, the Village will aim to increase the public canopy by 1% each year.

The Village, through approved Suburban Tree Consortium nurseries, will place a tree order. At that time, Public Works will visit the nursery to evaluate stock and tag desirable trees that meet the Village's requirements.

Public Works will review the sites where trees were removed the previous year. Property owners who show an interest in a replacement tree will have priority and an option to select a species based on the forester's recommendation and available trees.

If conditions warrant a replacement tree, a species best suited for the site from the current tree order will be assigned. Conditions that will prevent the replacement of any tree include, but are not limited to:

- A new tree will conflict with minimum spacing of nearby utilities or driveways;
- A new tree will conflict with overhead utilities;
- A new tree will conflict with minimum spacing between other existing trees;
- A new tree will conflict with minimum spacing from intersections;
- There is not enough green space for a new tree to grow (*narrow parkway, etc.*);
- An approved development plan does not permit a replacement tree;
- Soil conditions, wind exposure, micro climate or other site factors are not conducive to tree planting;
- Any other condition identified by the forester to create conflict, reduce chance of tree survival or result in reduced aesthetics of the area.

Once a tree is assigned to a site, the forester will mark the curb with white paint where the new tree will be planted. In addition, the forester will locate and paint the buffalo box as well as the adjacent curb and sidewalk with blue paint. This will be done to identify and confirm there is no conflict with this utility and also to uncover these buried utilities. Any warranted adjustments will be forward to the Utility Division.

At least three business days prior to the scheduled planting, a door hanger notice will be delivered to each property owner to indicate a tree is scheduled to be planted. The notice will also include initial tree care directions and the Department's contact information.

The Village will oversee planting operations and in extreme cases will provide root removal assistance. Staff will also ensure that:

- All trees are being planted in the correctly assigned locations;
- All trees are in good condition with no damage as a result of delivery;
- All trees are being planted at the correct depth;
- All bindings around the stem of the tree are removed to prevent girdling;
- All debris from planting is removed by the contractor;
- All trees get a slow released watering bag (provided by the Village);
- All trees get an initial watering (by the Village);

Property owners are responsible for watering the tree as directed on the door hanger notice. However, in some instances, the Village may need to assist in watering.

In the fall when overnight temperatures begin to reach freezing, slow release watering bags will be collected.

4.3 Planting Trees on Public Property by Private Individuals

As described in Municipal Code Chapter 12.08.030, residents may request to plant a parkway tree adjacent to their property, so long as they apply for a permit through the Public Works Department. The proposed planting must be compatible with existing trees in the immediate area and meet the specifications and requirements below for tree selection and planting requirements.

4.4 Tree Selection and Planting Requirements

The selection of quality trees and proper planting guidance is essential to meet the aesthetic and long-term maintenance goals of the Village. The following guidelines reduce conflicts due to poor tree selection or placement and help encourage initial tree establishment, growth and future success for trees.

A. Tree Selection

- All trees must be grown in a nursery located in the northern half of the state of Illinois and licensed by the state.
- Trees should be healthy, free from insects and disease, bark bruises and scrapes on the trunk or limbs before and after planting.
- All trees should have a straight trunk, with limbs not lower than six feet from the ground for trees along parkways and public walkways; and not lower than four feet from the ground for other areas unless normal for the species.
- Trees should have a minimum trunk caliper, as measured twelve inches above grade level, of two and one half inches. Unless otherwise authorized by the director.
- Trees must be an approved species.

B. Planting Requirements

- The planting season shall be approximately September 1 to November 30, and April 1 to June 30.
- Underground utilities must be located before any excavation.
- The minimum spacing of street trees shall be between forty and sixty feet apart.

- All trees will be planted in the middle of the parkway, between the sidewalk and back of curb.
- All trees shall be located a minimum of ten feet from any fire hydrant, buffalo box, driveway, light pole, utility pole or existing tree stump.
- All trees shall be located a minimum of thirty feet from any intersection as measured from the back of the curb along the radius.
- Planting trees in locations with overhead wires should be limited to smaller species trees.
- Trees shall be hand planted and installed vertically level to the ground.
- The planting hole shall be at least twelve inches larger than the diameter of the root ball.
- Trunk flare shall be even with the soil line. Mulch at the depth of two to four inches may be placed over the area.
- Backfill shall be with native soil whenever possible.
- When necessary, trees shall be staked and guyed. All support wires shall be marked with colored tape or flags.
- All surrounding turf shall be restored to its original condition.

5.0 **Tree Pruning**

The Village recognizes the benefits of trees and the important role pruning plays in maintaining a healthy public canopy. The purpose of pruning is primarily to improve or maintain tree health; alleviate clearance or visibility issues; or mitigate risk of injury, property damage or loss of service due to a failure of tree parts. Loss of service can be a loss of communication or power service, or in some cases, access to roads, driveways or public walks. The Village currently breaks pruning activities into three basic functions. Selective, Organized and an Annual Pruning Program. All pruning activities shall follow ANSI Z133 *Safety Requirements for Arboricultural Operations* as well as the ISA's Best Management Practices – *Tree Pruning*.

5.1 **Selective Pruning**

Selective pruning for a specific reason on a specific part of the tree is often warranted. This could be for the clearance of a sign or walkway, the removal of a single or problematic limb, or to make a clean cut where a branch was broken during a weather event.

This type of pruning may be prescribed by the forester, at the request of a property owner, identified by staff in the field or in response to a tree damage needing immediate attention.

Whenever warranted and feasible, the Village will notify the property owner at least three days in advance of any scheduled pruning with the use of a door hanger notice.

5.2 **Complete Pruning**

Complete pruning is performed over an entire tree and could consist of structural pruning measures as well as crown cleaning, thinning, raising, or reduction type pruning.

These types of pruning are typically prescribed by the forester, requested by the property owner or identified by staff as necessary. However, pruning any tree too frequently can cause undue stress on the tree. The forester must determine whether pruning is necessary, or if the pruning could be postponed until the next pruning cycle.

In these cases, the Village will notify the property owner at least three days in advance of any scheduled pruning with the use of a door hanger notice.

5.3 Annual Tree Pruning Program

This function is the programmatic version of pruning. The goal of Village is to maintain a five year maximum pruning rotation. Although if the budget allows, a four year rotation would be optimal and is the current practice.

The Village has been divided into five main geographical tree sections, which coincide with the Village's streetlight sections (A, B, C, D and E). These sections are further segmented to provide flexibility and promote efficiency in the planning of planting, pruning and removal activities.

Public Works will identify sections and/or sub-sections to be pruned for the upcoming calendar year based on maintaining the pruning cycle, available funding, inventory data, and unit cost for work.

Section maps, street names and other details pertaining to the program will be provided to the awarded contractor in January. Trimming is typically least stressful on trees when done during the dormant season. Pruning should not take place directly after trees produce leaves, as a majority of stored energy and resources is exhausted. If pruned, this deficit is compounded as the tree works to compartmentalize wounds, which is essential in resisting pests or disease.

Public Works will post 'Trimming This Week' project signage at the entrance to all proposed sections at least three days prior to scheduled work. On a case by case basis, additional signage relative to parking may be appropriate.

The forester will monitor progress of the program and address any issues in the field as they arise.

6.0 Tree Removal and Restoration

The purpose of removing trees is to maintain public safety. Trees are removed because they are dead, declining, infested, diseased or have sustained moderate to extreme damage. When decay, rot or cavities are present, trees pose a greater likelihood of failure due to reduced structural integrity. Many pests and diseases can affect neighboring trees or landscape.

This determination is often made during the annual tree assessment, when the forester assesses a tree at the request of a property owner and other instances when these defects are called to the Village's attention. Some trees must be removed due to construction activities or because of traffic visibility concerns.

Trees are not removed when residents do not approve of the tree or if there are perceived nuisances. These nuisances may include leaf drop, small twig drop, flowers, fruits or nuts, sap, wildlife, or conflict with a sewer pipe or other underground utility.

Before any tree is designated for removal, its condition and potential risk to the public is evaluated. Mitigation options other than removal are always considered to extend the life and benefits of any tree. However, in some cases, these options do not outweigh the risk of injury, property damage or loss of service associated with the condition of the tree.

Note: An increased effort is being made by the Village to remove poor quality tree species such as Silver Maple, Siberian Elm and Boxelder trees. These species are known to be structurally weak and have poor resistance to decay, disease or pests resulting in an

increased potential of failure. The predominance, age and size of these species in Wheeling present a concern. Any specimen displaying defects, which are believed to increase the potential for failure, will be designated for removal at the discretion of the forester.

The forester will compile a list of trees that must be removed, either by contractor or by Village staff, and schedule this work accordingly based on the severity of each individual situation.

Staff will give notice to property owners at least three days in advance of the work utilizing a door hanger.

Once the tree is removed, the remaining stump will be scheduled for removal. Debris from the stump removal will be disposed of and the area will be graded to a level consistent with the surrounding area.

Once seasonal conditions warrant, the area will receive a final grade adjustments, dirt and grass seed.

7.0 **Storm Damage Response**

After storms where tree damage has occurred, staff will conduct a parkway tree survey to determine the severity of the damage, and will be used to plan clean-up efforts. The location of each damaged tree is recorded, and lists are generated for Public Works crews to respond.

Depending on the severity of the damage and available resources, branches from public trees are either removed as they are found or stacked on the parkway for later disposal. Level of response and priorities will be determined at the discretion of the forester.

In addition, private property trees are also assessed to see if Village-wide brush pick-up may be warranted. If so determined, residents may stack storm damaged tree debris in the parkway for pick-up by Public Works crews. Village staff will not cut or remove private tree debris from private property. If storm damage does not warrant Village-wide brush pick-up, residents will be responsible for cleaning up tree damage on their private property. Village staff will log locations that have private brush on the parkway for later inspection to ensure disposal.

The Village of Wheeling is a member of the Illinois Public Works Mutual Aid Network (IPWMAN). This intergovernmental co-op was developed to maintain a statewide network of public works related agencies whose principal purpose is to provide mutual aid response to each other when confronted with natural or man-made emergencies or disasters.

In the event the severity of tree damage exceeds the reasonable capabilities of the Wheeling Public Works Department, mutual aid will be requested through the IPWMAN program.

8.0 **Tree Preservation and Protection**

One of the goals of the Village relative to the urban canopy is to maintain and add to the existing tree population within the Village. Therefore, the following procedures are in place.

8.1 **Permit Requirements**

Aside from planting a tree on public property by private individuals, Title 12 of the municipal code also identifies three other instances where an approved permit is required to either remove and trim trees on public property or remove trees on private property.

A permit can be acquired from the Public Works Department. The forester will review the documentation and related municipal codes as well as visit the site, then respond back

to the applicant with approval or denial. If approved, the forester will provide guidance to the applicant and ensure the work was completed in accordance with relevant specifications, codes and provisions. If denied, the forester will respond to the applicant detailing the reason for denial. It is at the forester's discretion to approve or deny any permit request.

A. Removing or Pruning Public Trees

The Village discourages private individuals or agencies from pruning or removing trees in the public right of way or on Village property. A permit will be required in order to undertake any activity involving any public tree. An approved landscape plan relative to new developments or the issuance of a building permit for certain instances will supersede this requirement.

B. Removing Trees on Non-R1, R2 and R3 Zoned Properties

A permit will be required in order to undertake any activity involving the removal, injury, destruction or any other procedure in which results in the death or substantial damage to any tree eight inches in diameter as measured four and one half feet above ground on the property. An approved landscape plan relative to new developments or the issuance of a building permit for certain instances will supersede this requirement.

C. Removing Trees on R1, R2 and R3 Residential Zoned Properties

A permit will be required in order to undertake any activity involving the removal, injury, destruction or any other procedure in which results in the death or substantial damage to any tree eight inches in diameter as measured four and one half feet above ground. This applies only to trees within twenty-five feet of the right of way on the side of the residence upon which the main entrance is located.

Unless otherwise approved in writing by the forester, any tree that is removed under these provisions must be replaced with an approved tree in a size of at least two and one half inch caliper as measured twelve inches above ground.

8.2 Tree Protection During Construction

The protection of all trees in Wheeling is required when they are to remain in the landscape following any construction activities.

Trees can be damaged or killed by a wide variety of construction activities. Obvious injuries include broken branches or torn bark. The worst damage often remains hidden underground. Roots are one of the most vital parts of a tree and may spread a distance much greater than the height of the tree. In terms of depth, most of the root system can be found in the upper 12 inches of soil. Damage to the root system can occur from soil compaction, a change in soil grade or root severing and removal. Tree instability and death can result from root death or the inability to absorb oxygen, water, and or nutrients.

Prior to the issuance of a building permit, an applicant is to complete a tree survey and prepare a tree preservation plan. The forester or planner will review the plan. Trees that are eight inches in diameter, as measured four and one-half feet above ground, shall be protected and, to the extent possible, preserved. The area of protection needed shall be the result (in feet) of dividing the diameter of the tree (in inches) by two. The area shall be marked with fence at least three feet in height. In addition, the Planner will determine if any street tree voids exist in the public right of way and require these voids are filled with new trees. Tree protection procedures are incorporated into Village capital projects and projects requiring a building permit.

9.0 **Tree City USA**

The National Arbor Day Foundation, in cooperation with the US Forest Service and National Association of State Foresters, recognizes towns and cities across America that met the standards of the Tree City USA program. The Village of Wheeling has been a Tree City USA since 1990.

Tree City USA Standards

STANDARD 1: A Tree Board or Department

A tree board is a group of concerned citizens, usually volunteer, charged by ordinance to develop and administer a comprehensive community tree management program for the care of trees on public property. Tree boards usually function with the aid of professional foresters. In communities with a population of more than 10,000 city forestry departments with salaried employees meet this requirement. These departments may or may not be supported by advisory boards or administrative commissions.

STANDARD 2: A Community Tree Ordinance

A public tree care ordinance forms the foundation of a community's tree care program. It provides an opportunity to set good policy and back it with enforcement when necessary. The community tree ordinance needs to designate the tree board or department and give them the responsibility for writing and implementing the annual community forestry plan. The ordinance should determine public tree care policies for planting, maintenance, and removals.

STANDARD 3: A Community Forestry Program with an Annual Budget of at \$2 per capita

The benefits of trees to a community are numerous. However, the responsible management of community trees is an expense and requires appropriate budgeting.

To be named Tree City USA, a town or city must annually spend at least \$2 per capita for its annual community forestry program.

STANDARD 4: An Arbor Day Observance and Proclamation

An Arbor Day observance can be simple and brief or an all-day or all-week observance. A proclamation issued by the mayor must accompany the observance and declare the observance of Arbor Day.

10.0 **Arbor Day**

Arbor Day began in 1872 by founder J. Sterling Morton. Today, the spirit of Arbor Day continues as communities around the globe recognize the importance of trees and commit to plant new trees for future generations to benefit from. Arbor Day is generally observed on the last Friday in April each year in the United States.

Typically, the Village of Wheeling will work closely with a local school to coordinate the celebration and tree planting in the week prior to Arbor Day.

Exhibit A



4 Year Cycle Tree Trimming Map

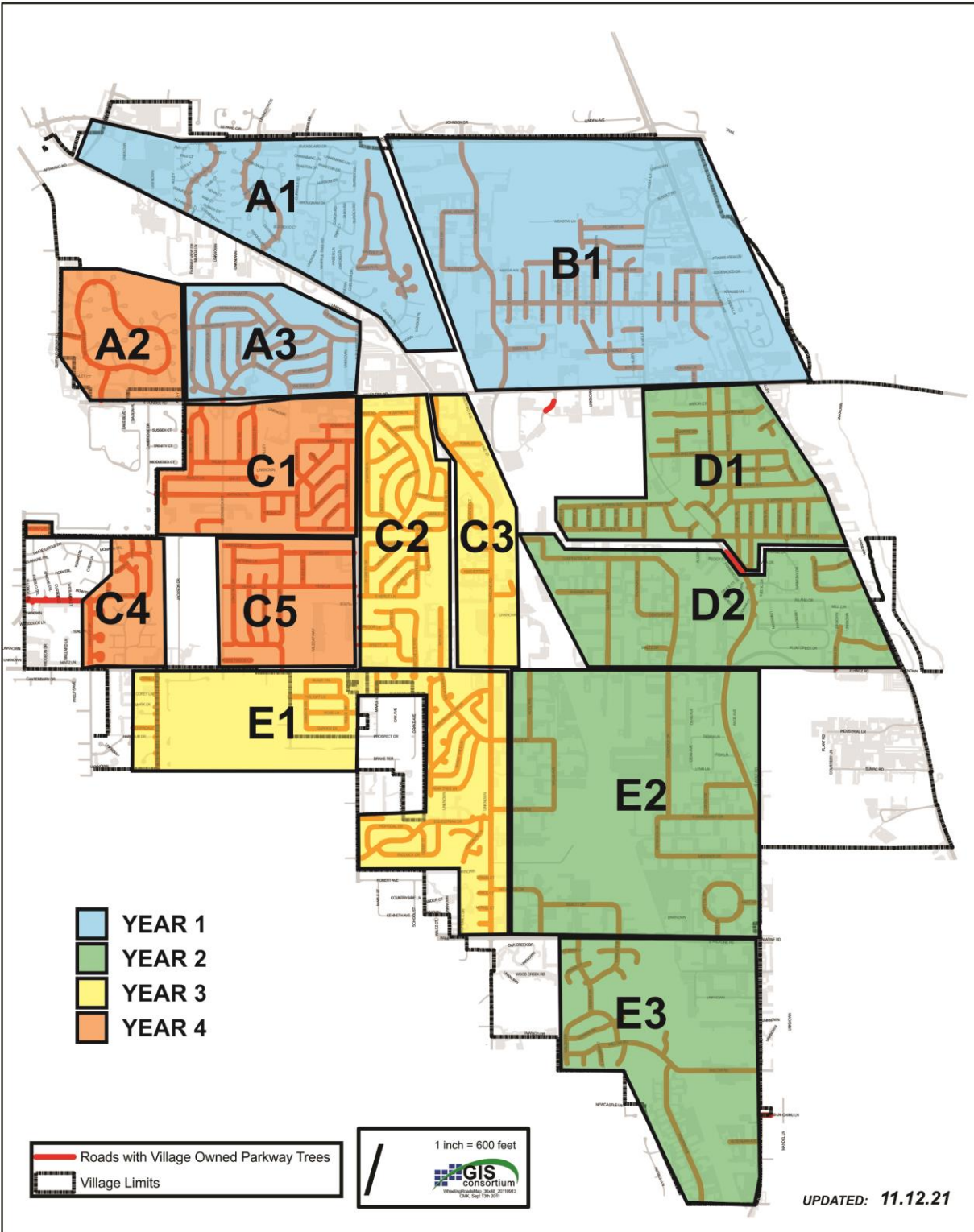



Exhibit B



PARKWAY TREE NOTICE

The Village of Wheeling owns and maintains trees located in the Village's right of way. This includes pruning, removal and planting of trees. The following maintenance was, or is scheduled to be, performed in regards to the tree on the parkway adjacent to your address:

- **Tree Pruning/Trimming**
- **Tree Removal**
Following removal, the stump will be scheduled to be ground-out and the area will be restored with topsoil and seed. Residents will be responsible for watering the restored area. Please note: due to site conditions and availability, a replacement tree may not be planted.
- **Tree Planting**
Newly planted trees receive a slow release watering bag. Residents will need to fill the water bags with water once a week throughout spring and summer. The Village will remove the watering bags from trees in the autumn. Newly planted trees need to be watered regularly for up to 3 years.

If you have any questions, please contact the Streets/Forestry Division at (847) 279-6900.

Exhibit C

**TREE PLANTING PERMIT APPLICATION
FORESTRY DEPARTMENT**



APPLICANT INFORMATION

Name: _____ Address: _____
Phone #: _____ Email: _____

PLANTING INFORMATION

Site Address (if different from applicant address): _____

NOTE: Please include a drawing with this application identifying the approximate location of the house, driveway, sidewalk and proposed locations for each correlating tree number below.

	<u>Species</u>	<u>Caliper (as measured 12" from ground)</u>
Tree 1.	_____	_____
Tree 2.	_____	_____
Tree 3.	_____	_____

NOTE: If more than three trees are included in this permit application, please attach a separate list of all trees.

Nursery or Tree Supplier: _____

Contractor Planting Tree(s): _____ Company Phone #: _____

NOTE: Any contractor performing work within the Village must be registered with the Village prior to permit issuance.

___ I understand that the tree(s) that are planted from this application will become the property and responsibility of the Village of Wheeling; and the Village has the right to plant, prune, maintain and remove any trees in the public right of way.

___ I have read and understand the attached list of provisions relative to tree planting requirements.

Date: _____ Applicant Signature: _____

----- (FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE) -----

INITIAL PERMIT

___ APPROVED ___ DENIED DATE: _____ FORESTER: _____

COMMENTS: _____

FINAL PLANTING INSPECTION

___ APPROVED ___ DENIED DATE: _____ FORESTER: _____

COMMENTS: _____

TREE PLANTING PERMIT APPLICATION
FORESTRY DEPARTMENT



TREE PLANTING SPECIFICATIONS AND REQUIREMENTS

The following provisions must be adhered to for approval:

- All trees must be grown in a nursery located in the northern half of the state of Illinois and licensed by the state.
- Trees should be healthy, free from insects and disease, bark bruises and scrapes on the trunk or limbs before and after planting.
- All trees should have a straight trunk, with limbs not lower than six feet from the ground for trees along parkways and public walkways; and not lower than four feet from the ground for other areas unless normal for the species.
- Trees should have a minimum trunk caliper, as measured twelve inches above grade level, of two and one half inches. Unless otherwise authorized by the director.
- Trees must be an approved species.
- The planting season shall be approximately September 1 to November 30, and April 1 to June 30.
- Underground utilities must be located before any excavation by calling J.U.L.I.E. at 1.800.892.0123.
- The minimum spacing of street trees shall be between forty and sixty feet apart.
- All trees will be planted in the middle of the parkway, between the sidewalk and back of curb.
- All trees shall be located a minimum of ten feet from any fire hydrant, buffalo box, driveway, light pole, utility pole or existing tree stump.
- All trees shall be located a minimum of thirty feet from any intersection as measured from the back of the curb along the radius.
- Planting trees in locations with overhead wires should be limited to smaller species trees.
- Trees shall be hand planted and installed vertically level to the ground.
- The planting hole shall be at least twelve inches larger than the diameter of the root ball.
- Trunk flare shall be even with the soil line. Mulch at the depth of two to four inches may be placed over the area.
- Backfill shall be with native soil whenever possible.
- When necessary, trees shall be staked and guyed. All support wires shall be marked with colored tape or flags.
- All surrounding turf shall be restored to its original condition.
- All trees planted by the applicant shall be removed and disposed of by the applicant at no charge to the Village should they die or fail to grow adequately within one year in the opinion of the forester. The applicant shall replace the trees of the same size, species and quality as the original permit indicates.
- Violations to these provisions may result in a penalty as per the municipal code.
- A permit will be valid for a period of six months from date of approval.

Exhibit D

**TREE REMOVAL PERMIT APPLICATION
FORESTRY DEPARTMENT**



APPLICANT INFORMATION

Name: _____ Address: _____
Phone #: _____ Email: _____

SITE INFORMATION

Site Address (if different from applicant address): _____

NOTE: Please include a drawing with this application identifying the locations for each correlating tree number below.

<u>Species</u>	<u>Diameter (measured 4.5" from ground)</u>
Tree 1. _____	_____
Reason for request: _____	
Tree 2. _____	_____
Reason for request: _____	
Tree 3. _____	_____
Reason for request: _____	

NOTE: If more than three trees are included in this permit application, please attach a separate list of all trees.

Contractor Performing Work: _____ Company Phone #: _____

NOTE: Any contractor performing work within the Village must be registered with the Village prior to permit issuance.

___ I have read and understand the attached list of provisions relative to this permit application.

___ I am authorized to submit this application as the property owner or on behalf of the property owner or HOA.

Date: _____ Applicant Signature: _____

----- (FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE) -----

INITIAL PERMIT

___ APPROVED ___ DENIED DATE: _____ FORESTER: _____

COMMENTS: _____

FINAL PLANTING INSPECTION

___ APPROVED ___ DENIED DATE: _____ FORESTER: _____

COMMENTS: _____

TREE REMOVAL PERMIT APPLICATION
FORESTRY DEPARTMENT



TREE REMOVAL PROVISIONS

IN REFERENCE TO CHAPTER 12.08.050 - Public tree care.

"Healthy trees on public right-of-ways or places will not be removed for any reason including root infiltration in defective private sanitary service lines. Residents must either replace affected portions of defective sanitary service lines or periodically maintain them as necessary."

IN REFERENCE TO CHAPTER 12.08.090 - Tree preservation and enhancement.

- This permit application **DOES APPLY** to the following circumstances:
 - To any private agency or persons performing work to any public tree in the Village's right of way or on Village property.
 - In R-1, R-2, and R-3 residential zoning districts it shall be unlawful to remove, injure, destroy or undertake procedures which result in the death or substantial damage to any tree of eight inches (8") in diameter or greater as measured four and one half feet (4.5') above grade level and located within twenty-five feet (25') of a street right-of-way.
 - In all zoning districts other than R-1, R-2, and R-3 residential, it shall be unlawful to remove, injure, destroy or undertake procedures which result in the death or substantial damage to any tree eight inches (8") in diameter or greater as measured four and one half feet (4.5') above grade level.
- This permit application **DOES NOT APPLY** to the following circumstances:
 - On any residential lot zoned R-1, R-2 or R-3 that adjoins more than a single right-of-way, the above referenced twenty-five foot (25') restriction shall apply only to that area lying between the side of the residence upon which the main entrance is located and the right-of-way parallel to that side of the residence.
 - In all zoning districts other than R-1, R-2, and R-3 residential, instances which supersede this requirement where an approved landscape plan relative to new developments or the issuance of a building permit.
 - Tree work authorized or performed on public or private property by the Village of Wheeling, its agents or contractors.
- Permits authorizing the removal of such trees may be issued by the director in accordance with, but not limited to the following conditions:
 - The tree is dead or dying;
 - The tree is diseased or has severe insect problems;
 - The tree constitutes a hazard to persons or property; or
 - The removal of the tree will enhance the health of remaining trees in the immediate vicinity.
- Unless otherwise approved in writing by the director, any tree is removed under these provisions must be replaced in accordance with all provisions related to the tree selection and planting requirements of the Village, and in a size of at least 2.5" caliper as measured twelve inches above grade level.
- Violations to these provisions may result in a penalty as per the municipal code.
- This permit will be valid for a period of six months from date of approval.

TREE REMOVAL PERMIT APPLICATION
FORESTRY DEPARTMENT



TREE PLANTING SPECIFICATIONS AND REQUIREMENTS

The following provisions must be adhered to for approval:

- All trees must be grown in a nursery located in the northern half of the state of Illinois and licensed by the state.
- Trees should be healthy, free from insects and disease, bark bruises and scrapes on the trunk or limbs before and after planting.
- All trees should have a straight trunk, with limbs not lower than six feet from the ground for trees along parkways and public walkways; and not lower than four feet from the ground for other areas unless normal for the species.
- Trees should have a minimum trunk caliper, as measured twelve inches above grade level, of two and one half inches. Unless otherwise authorized by the director.
- Trees must be an approved species.
- The planting season shall be approximately September 1 to November 30, and April 1 to June 30.
- Underground utilities must be located before any excavation by calling J.U.L.I.E. at 1.800.892.0123.
- The minimum spacing of street trees shall be between forty and sixty feet apart.
- All trees will be planted in the middle of the parkway, between the sidewalk and back of curb.
- All trees shall be located a minimum of ten feet from any fire hydrant, buffalo box, driveway, light pole, utility pole or existing tree stump.
- All trees shall be located a minimum of thirty feet from any intersection as measured from the back of the curb along the radius.
- Planting trees in locations with overhead wires should be limited to smaller species trees.
- Trees shall be hand planted and installed vertically level to the ground.
- The planting hole shall be at least twelve inches larger than the diameter of the root ball.
- Trunk flare shall be even with the soil line. Mulch at the depth of two to four inches may be placed over the area.
- Backfill shall be with native soil whenever possible.
- When necessary, trees shall be staked and guyed. All support wires shall be marked with colored tape or flags.
- All surrounding turf shall be restored to its original condition.
- All trees planted by the applicant shall be removed and disposed of by the applicant at no charge to the Village should they die or fail to grow adequately within one year in the opinion of the forester. The applicant shall replace the trees of the same size, species and quality as the original permit indicates.