

Village of Glen Ellyn  
**TREE PRESERVATION GUIDELINES**



**TREE PRESERVATION PLAN APPLICATION REQUIREMENTS**

It is important that you become familiar with the requirements in Village Code Title 8, Chapter 4, and in Title 4, Chapter 8. The completion and approval of the Tree Preservation Plan Application is required before any Building Permit can be issued for a development project including:

Any man-made improved or unimproved property including but not limited to the construction, addition, or replacement of buildings or structures, excavation, fill, grading, paving, underground irrigation, or utility work on the property that exceeds 300 square feet of disturbed site area except the following:

1. Replacement pavement in the same footprint as existing pavement,
2. Decks supported on individual spaced concrete piers,
3. Fences supported on spaced posts,
4. Replacement detached garages in the same footprint as the existing garage with no more than an additional 20% of garage area, or
5. Grading on private property that disturbs less than 1,500 square feet of site area.

The following is included in this packet.

1. Application
2. Tree Survey
3. Tree Action Plan
4. Tree Contractor Registration Form and Notice of Tree Removal

**GENERAL INFORMATION**

1. All applications for Building Permits, including Tree Preservation Plan Applications, must be submitted to the Village of Glen Ellyn Planning & Development Department, 535 Duane St., Glen Ellyn, Illinois.
2. **Four (4) copies of a Tree Survey and one (1) copy of the Application and Action Plan** must be submitted. Do not send back the Tree Preservation Guidelines.

If a grading plan is required, you must provide nine (9) copies of a combined Tree Survey and Grading Plan. Three are for the Consulting Forester and six are for the Engineering review. A grading plan is required for any project that disturbs over 1,500 square feet of site area.

3. Direct all questions to the Consulting Village Forester at 630-547-5250 regarding trees on private and public property where a building permit will be or has been issued.
4. Direct all questions to the Public Works Department at 630-469-6756 regarding trees on private and public property where a building permit will not or has not been issued, including removal, replacement, planting, pruning, disease and insects.

## **TREE PRESERVATION PLAN/TREE SURVEY CHECKLIST**

### **Identify the following on your Tree Survey Plan:**

1. Location, shape, and special arrangement of all existing and proposed buildings, walls, improvements, structures and excavation limits required to construct proposed improvements.
2. Location, shape, and special arrangement of all permanent driveways and parking areas and temporary material storage site and access ways.
3. Location of all existing or new Utility services including water, sanitary sewer, storm sewer, gas, electric, telephone and cable TV.
4. Location of Adjacent Property, Border, Impacted, Protected, Public, Removed and Significant Trees with a number assigned to each:
  - a. On your lot
  - b. Within 15' of the lot line on neighboring lots
  - c. On the Public Right-of-Way (parkway).
5. Location of any Tree which would otherwise be a protected tree, which was removed in the prior one-year period.
6. Proposed location of protective fencing (tree fence and security fencing).
7. Existing and proposed grading and any grade changes of the Development area showing elevations with contour lines at one foot (1') intervals if a grading plan is required by some other provision of the Village Code.
8. Location of any excavation, trenching, augering or tunneling within the Critical Root Zone of any tree.

### **BUILDING PERMIT ISSUE REQUIREMENTS:**

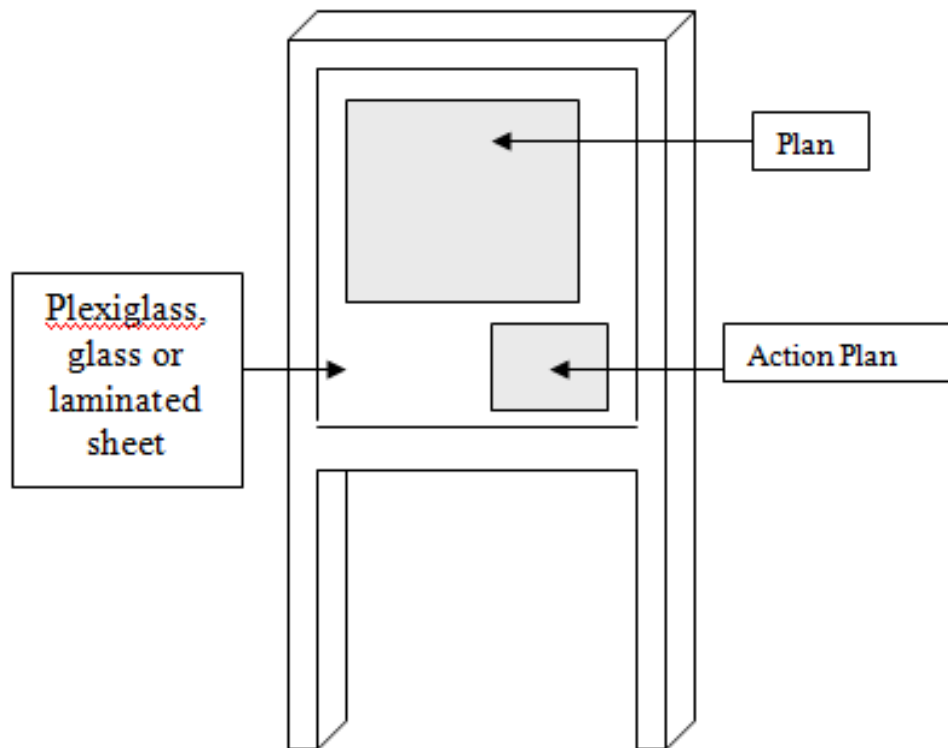
1. Tree Preservation Plan Application approved.
2. Tree Survey Plan approved.
3. Tree Action Plan approved.
4. J.U.L.I.E. utility location surveys completed.
5. Tree, security and silt fencing installed, inspected and approved.
6. Tree Survey Plan and Tree Action plan posted on site (if required).
7. Public Notice to adjacent property owners completed and submitted with address list.

8. Tree Contractor Registration Form and Notice of Tree Removal received.
9. Tree Preservation Plan Review fee paid. (Part of Building Permit fees)
10. Public Tree restoration deposit received. (Part of Building Permit fees)

**THIS WORK MUST COMPLY WITH THE FOLLOWING REQUIREMENTS:**

1. Call J.U.L.I.E. at 1-800-892-0123 for utility locations before digging or tree planting.
2. Protective Tree, Security and Silt fencing must be inspected and approved by the Planning and Development Department at 630-547-5250.
3. For a new principal structure, an approved Tree Preservation Plan shall be posted on the building site within five (5) feet of the front property line before a building permit is issued and shall remain in place throughout the entirety of the construction of the project. This sign must be posted as shown in the Arboricultural Specifications Manual. The permit applicant shall be responsible for notifying all other contractors working on the property of the Tree Preservation Plan.
4. The applicant shall notify all adjacent property owners of the proposed construction project and that a Tree Preservation Plan has been prepared and is available for review at the Planning and Development Department of the Village of Glen Ellyn. A copy of such notification along with a list of addresses it was delivered to must be submitted to the Planning and Development Department prior to the issuance of a building permit.
5. No balled or burlapped plants shall be installed in the Critical Root Zone of Protected Trees.
6. No soil is to be added to or removed from within Critical Root Zone on any Protected, Significant or Adjacent Property Tree that is to remain unless shown on the approved Tree Preservation Plan.
7. No construction activity, movement, and/or placement of equipment or material or spoils storage shall be permitted within the Critical Root Zones of Protected or Significant Trees or on the Public Right-of-Way unless shown on the approved Tree Preservation Plan.
8. Tree, silt, and security fencing shall be installed and maintained throughout construction for the protection of Protected, Adjacent Property, Significant and Impacted Trees. Tree fence for unprotected trees should remain in place throughout construction; except when direct access is necessary. Before entering Critical Root Zone area, notify the Forestry Consultant.
9. All required tree, silt, and security fencing must remain in place until the time of final grading and landscaping and can only be removed upon review and approval by the Forestry Consultant.
10. Attachments (wires, fences, etc.) other than those approved for guying, bracing or wrapping must not be attached to Protected or Significant Trees.
11. The Contractor/Developer shall be responsible for taking measures to minimize damage to tree limbs, tree trunks, and tree roots located in the parkway.

12. Temporary tree fencing shall be erected at the job site as identified on the Plan. The fence should be made of 48 inch high, highly visible plastic-type mesh or wood slats. All fence will be installed with metal posts located no more than 10' apart. When possible, the entire dripline of Critical Root Zone of the tree must be fenced. The fence shall be properly maintained and shall remain erect until completion of the construction project.
13. All utilities installed within the Critical Root Zone of parkway trees are required to be augered in accordance with the attached augering specifications; trenching is prohibited. Alternative methods for installation must be approved by the Forestry Consultant.
14. Parkway trees shall not be pruned or removed without written permission from the Village Forester or designee.
15. All work or activities that impacts public trees must be completed in accordance with the standards and requirements published in the Village of Glen Ellyn Arboricultural Specifications Manual, Ordinance 5963.





**Planning & Development Department**

**Village of Glen Ellyn**

535 Duane Street  
 Glen Ellyn, IL 60137  
 Phone: 630-547-5250; Fax: 630-547-5370  
 www.glenellyn.org

**TREE PRESERVATION PLAN APPLICATION**

<b>Project Address:</b>			
<b>Project Description:</b>			
<b>Submittals:</b>	<b>FOR ALL DEVELOPMENTS</b>	<b>Date Received</b>	<b>Date Approved</b>
	<input type="checkbox"/> Tree Survey		
	<input type="checkbox"/> Tree Action Plan		
	<input type="checkbox"/> Tree Contractor Registration Form and Notice of Tree Removal		
	<b>FOR ALL DEVELOPMENTS WITH A NEW PRINCIPAL STRUCTURE</b>		
	<input type="checkbox"/> Tree preservation plan posted on site		
	<input type="checkbox"/> Notification to adjacent property owners		
<b>Property Owner (Required)</b>	<b>Street:</b>	<b>Phone:</b>	
	<b>City/St/Zip</b>	<b>Fax:</b>	
		<b>Email:</b>	
<b>Applicant (if not owner):</b>	<b>Street:</b>	<b>Phone:</b>	
	<b>City/St/Zip</b>	<b>Fax:</b>	
		<b>Email:</b>	
<b>Tree Contractor:</b>	<b>Street:</b>	<b>Phone:</b>	
	<b>City/St/Zip</b>	<b>Fax:</b>	
		<b>Email:</b>	

**Tree Plan Review Notification** - All tree plan reviews will be mailed to the Permit Applicant unless otherwise noted here:

Send to: \_\_\_\_\_

**Tree Preservation Plan Compliance** - All communication regarding compliance with the Village Code regulations and the approved plan should be directed to: \_\_\_\_\_

**Tree Contractor Registration**

All tree contractors required to be registered with the Village of Glen Ellyn under Village Code Section 8-4-4 must submit a registration form with this tree permit application. Tree contractors working at this project address in violation of this code section may be served with a Citation, or a Stop Work Order may be issued, or the Building Permit may be suspended or revoked.

**Certification**

The property owner and the applicant (as owner's agent) certify that this permit application information is true and correct, and agree that the tree work will be completed in compliance with Village Code Title 8, Chapter 4, and with Title 4, Chapter 8, and that errors or omissions discovered in the documents shall not be construed to approve any work in violation of the Village Code, and that the issuance of a permit or approval shall not relieve the property owner or the owner's agent(s) of their responsibility to complete tree work in compliance with the Village Code.

\_\_\_\_\_  
 Property Owner/Agent Signature (REQUIRED)      Date

\_\_\_\_\_  
 Permit Applicant Signature      Date

*FOR OFFICE USE ONLY*  
**APPROVED**

\_\_\_\_\_  
 Building & Zoning Official      Date

# TREE ACTION PLAN



Project Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Tree No.	Tree Description			Classification							Action			
	Species	Condition	D.B.H.* Diameter at Breast Height	Public Tree	Private Tree	Adjacent Property Tree	Border Tree	Impacted Tree	Protected Tree	Significant Tree	Remove	Root Prune	Crown Prune	Fertilize

\* The diameter of the trunk of the tree measured in inches at a point 4.5 feet above ground line.

Prepared by: \_\_\_\_\_ ISA Certification No. \_\_\_\_\_

