



800 Field Drive • Lake Forest, IL 60045
 Phone 847.234.2600 x2 • Fax 847.615.4383
www.cityoflakeforest.com

Tree or Vegetation Removal Checklist

Community Development Department

To expedite reviews, please submit all of the following information:

<input type="checkbox"/>	CHECKLIST AND TREE PERMIT APPLICATION. The following are required: <ul style="list-style-type: none"> • Property owner's signature • Current City Landscaper license number
<input type="checkbox"/>	CURRENT, STAMPED PLAT OF SURVEY. Survey should show entire property and the location of all trees proposed for removal. <ul style="list-style-type: none"> • Please provide species, size and condition of each tree. • At the site, please place a ribbon on each tree proposed for removal.
<input type="checkbox"/>	MINIMUM PROCESSING FEE. A minimum processing fee of \$40.00 must be submitted with the application. This amount will be deducted from any additional fees that may be required.
<i>NOTE: Tree trimming does not require a permit but should be done in accordance with Section 42-7 of the City Code.</i>	

A permit or Board or Commission review may be required if the answer to any of the following questions is "Yes."

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	The tree is 18" or larger in diameter when measured at 54" above the ground.
<input type="checkbox"/>	<input type="checkbox"/>	The tree is 10" or larger in diameter when measured at 54" above the ground and is located in the front yard or corner side yard. <div style="text-align: center;"> </div>
<input type="checkbox"/>	<input type="checkbox"/>	More than 6 trees, 4" or larger in diameter when measured at 54" above the ground, are proposed for removal.
<input type="checkbox"/>	<input type="checkbox"/>	The tree is in a Conservation or Tree Preservation Area or No Disturbance Area as established on the plat of subdivision, through a Special Use Permit or through other Board or Commission approvals.
<input type="checkbox"/>	<input type="checkbox"/>	A construction, landscape or hardscape project is underway or planned on the site. If so, what is the scope of the project? _____
<input type="checkbox"/>	<input type="checkbox"/>	The tree or vegetation is located in a ravine or on a bluff.
<input type="checkbox"/>	<input type="checkbox"/>	The tree or vegetation is located on the public right-of-way or other public property.



THE CITY OF LAKE FOREST
 COMMUNITY DEVELOPMENT DEPARTMENT
 800 FIELD DRIVE, LAKE FOREST, IL 60045
 P: (847)234-2600 x2, F: (847)615-4383
 WWW.CITYOFLAKEFOREST.COM

TREE REMOVAL PERMIT
 APPLICATION #:

 DATE: _____

For Tree or Vegetation Removal

PROJECT ADDRESS	
PROPERTY OWNER	PHONE
OWNER'S MAILING ADDRESS (IF DIFFERENT FROM ABOVE)	
PROPERTY OWNER'S EMAIL ADDRESS	
TREE REMOVAL CONTRACTOR	
CONTRACTOR'S MAILING ADDRESS	
PHONE	CELL
CITY OF LAKE FOREST LANDSCAPE LICENSE NUMBER:	

TOTAL NUMBER OF TREES PROPOSED FOR REMOVAL _____
If more than 2 trees are proposed for removal, please use the following page for the additional trees.

TREE #1 --- LOCATION OF TREE
 Front Yard Rear Yard Corner Side Yard Side Yard Ravine/Bluff Public Right of Way
DIAMETER OF TREE (measured in inches at 54 inches above the ground) _____ **SPECIES** _____
REASON FOR TREE REMOVAL _____
CIRCLE ANY OF THE FOLLOWING THAT APPLY TO THE TREE
 Immediate Danger Hazardous Condition Diseased Dead Conservation Area Tree Preservation Area

TREE #2 --- LOCATION OF TREE
 Front Yard Rear Yard Corner Side Yard Side Yard Ravine/Bluff Public Right of Way
DIAMETER OF TREE (measured in inches at 54 inches above the ground) _____ **SPECIES** _____
REASON FOR TREE REMOVAL _____
CIRCLE ANY OF THE FOLLOWING THAT APPLY TO THE TREE
 Immediate Danger Hazardous Condition Diseased Dead Conservation Area Tree Preservation Area

By signing below, as the Property Owner I agree and acknowledge that all work must be done in accordance with the City of Lake Forest Code and consistent with the approved plans. Further, I declare that all information submitted in support of the requested permit is true, accurate and complete. I understand that falsification of any information may result in fines and penalties as provided for in the Code.

Signature of Property Owner _____
 Signature of Owner's Authorized Designee (must have Designee Form attached) _____
 Printed Name _____ Contact Phone Number _____

FOR OFFICE USE ONLY:

MINIMUM PROCESSING FEE	\$ _____	TREE REMOVAL PERMIT FEE	\$ _____
TOTAL FEES DUE AT PERMIT ISSUANCE \$ _____			
_____		_____	
<i>SIGNATURE OF DIRECTOR OR DESIGNEE</i>		<i>DATE</i>	



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If more than two trees are proposed for removal, please use this form to describe the information about each additional tree.

TREE #3 --- LOCATION OF TREE

Front Yard Rear Yard Corner Side Yard Side Yard Ravine/Bluff Public Right of Way

DIAMETER OF TREE (measured in inches at 54 inches above the ground) _____ **SPECIES** _____

REASON FOR TREE REMOVAL _____

CIRCLE ANY OF THE FOLLOWING THAT APPLY TO THE TREE

Immediate Danger Hazardous Condition Diseased Dead Conservation Area Tree Preservation Area

TREE #4 --- LOCATION OF TREE

Front Yard Rear Yard Corner Side Yard Side Yard Ravine/Bluff Public Right of Way

DIAMETER OF TREE (measured in inches at 54 inches above the ground) _____ **SPECIES** _____

REASON FOR TREE REMOVAL _____

CIRCLE ANY OF THE FOLLOWING THAT APPLY TO THE TREE

Immediate Danger Hazardous Condition Diseased Dead Conservation Area Tree Preservation Area

TREE #5 --- LOCATION OF TREE

Front Yard Rear Yard Corner Side Yard Side Yard Ravine/Bluff Public Right of Way

DIAMETER OF TREE (measured in inches at 54 inches above the ground) _____ **SPECIES** _____

REASON FOR TREE REMOVAL _____

CIRCLE ANY OF THE FOLLOWING THAT APPLY TO THE TREE

Immediate Danger Hazardous Condition Diseased Dead Conservation Area Tree Preservation Area

TREE #6 --- LOCATION OF TREE

Front Yard Rear Yard Corner Side Yard Side Yard Ravine/Bluff Public Right of Way

DIAMETER OF TREE (measured in inches at 54 inches above the ground) _____ **SPECIES** _____

REASON FOR TREE REMOVAL _____

CIRCLE ANY OF THE FOLLOWING THAT APPLY TO THE TREE

Immediate Danger Hazardous Condition Diseased Dead Conservation Area Tree Preservation Area