



# FORM 1.1

VILLAGE OF NORTHBROOK  
Development & Planning Services

1225 Cedar Lane  
Northbrook, Illinois 60062  
847 664-4050 FAX: 847 272-5068  
www.northbrook.il.us

## Permit Application

Permit Address _____		Application Date: _____
Property Type (check one): <input type="checkbox"/> Commercial/Retail <input type="checkbox"/> Other: _____	<input type="checkbox"/> Single Family Residential <input type="checkbox"/> Office	<input type="checkbox"/> Multi-Family <input type="checkbox"/> Industrial
Description of Work _____		
Estimated Construction Value \$ _____ (required)		
<b>Primary Contact Information</b> <i>(note: all review correspondence will be emailed to the primary contact)</i>		
Name _____		
Email _____		please print clearly
Phone _____		Fax _____

*Check with Permit Coordinators for any submittal questions 847-664-4050.*

### Property Owner's Information

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### Architect's Information      Not Applicable

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### Contractor's Information      Type of Contractor \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Please Print: \_\_\_\_\_ Date: \_\_\_\_\_



**FORM 4.1**

**VILLAGE OF NORTHBROOK**  
**Development & Planning Services**  
1225 Cedar Lane  
Northbrook, Illinois 60062  
847 664-4050 FAX: 847 272-5068  
[www.northbrook.il.us](http://www.northbrook.il.us)

**Tree Protection Agreement**

Property Address \_\_\_\_\_ Suite # \_\_\_\_\_ Date \_\_\_\_\_

Owner's Name \_\_\_\_\_

Owner's Telephone Number \_\_\_\_\_ e-mail \_\_\_\_\_

**Scope of Work:**

- Driveway (remove and replace in kind or under 400 sq ft new)
- Emergency Sewer Repair
- Interior Alterations
- Patio (remove and replace in kind or under 400 sq ft new)
- Walkway
- Water Service
- Other \_\_\_\_\_

*Is there work to be performed within the public right-of-way?*       No       Yes

**If Yes, Please contact Public Works at 847-272-4711 for further information regarding parkway trees.**

I understand that I am not required to provide a tree protection plan for this emergency or improvement work.

I understand I am required to take all necessary measures to preserve and protect any trees within the designated work area including but not limited to tree fencing and root pruning.

I guarantee there will be no excavating through critical root zones, no materials, equipment or dumpsters stored, or vehicles parked on any unpaved or soft surface within the drip line of any tree on the subject or neighboring property.

I understand that in the event I do not root prune prior to excavation, I will have to root prune any roots within the excavation prior to backfilling.

I understand that I may be required to auger and/or bore the new utility rather than open trench within the critical root zone of any tree.

I recognize that the Village of Northbrook has a Tree Preservation Ordinance (Nos. 99-36, 01-21, 01-22 and 01-23). In the event I violate the Tree Preservation Ordinance, I will be subject to all applicable fines and tree replacements. I may be subject to a stop work order and be required to provide a full tree protection plan.

***I agree to contact the Tree Preservation Officer, Mark Cacioppo prior to excavating within 6 feet of any tree.***

\_\_\_\_\_  
Signature of Property Owner or Agent

\_\_\_\_\_  
Signer's Printed Name

\_\_\_\_\_  
Date

**To Contact Tree Preservation Please Call 847-664-4123.**

**For Office Use Only**

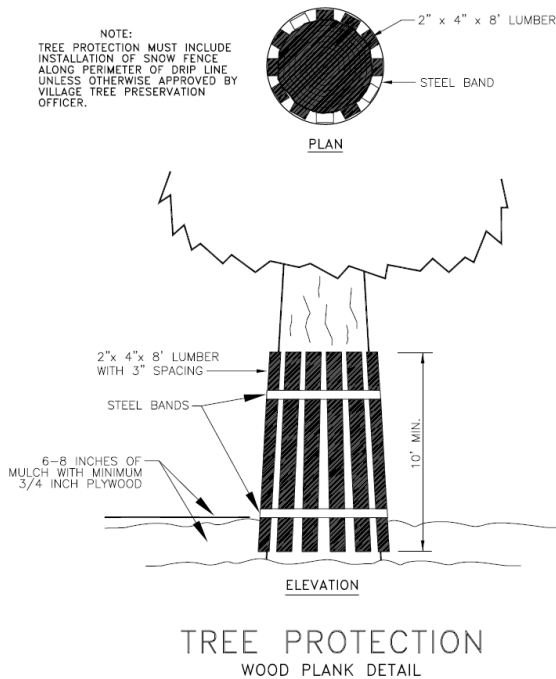
Permit # \_\_\_\_\_ Date \_\_\_\_\_

## Excavation Trenches:

1. When any roots are cut or torn during construction, it is **critical** that you **sharply cut all the ends of any exposed roots immediately**. Failure to do so will leave crushed and torn roots. This leads to decay and inhibits growth of new roots.
2. Pile soil on the side of the trench opposite the tree. If this is not possible, place the soil on a plastic tarp, plywood or a thick bed of mulch.
3. Do not compact the backfill on the trench more than its original firmness.
4. Water the backfill to allow the roots to begin healing.

**Trenching near a tree can kill as much as 40%-50% of the tree's roots.**

If the tree you are working around is in a confined space and your equipment will be coming close, it is important for you to protect the trunk. Wrap the tree trunk in old tires or place 2" x 4" studs around the tree and rope or band them together.



INSTALL & MAINTAIN 4' TALL WOODEN SLAT SNOW OR CHAIN LINK FENCE SECURED TO METAL POSTS SPACED A MAXIMUM OF 6' APART. FENCE TO BE LOCATED AT A DISTANCE FROM TRUNK EQUAL TO 1 FOOT FOR EVERY INCH OF DIAMETER MEASURED AT BREST HEIGHT (DBH = 4.5' FROM GROUND LEVEL). SNOW FENCE MUST BE SECURED TO METAL STAKES WITH A MINIMUM OF 4 WIRE TIES. CHAIN LINK FENCE TO HAVE POSTS SECURED AT EACH SECTION TO MAINTAIN UPRIGHT AND STATIONARY THROUGHOUT CONSTRUCTION. FAILURE TO INSTALL AND MAINTAIN PROTECTIVE TREE FENCING IN ACCORDANCE WITH VILLAGE STANDARDS WILL RESULT IN ISSUANCE OF A STOP WORK ORDER ON THE PROJECT.

