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|-----------------------------------|
| Building Division Use Only |
| Permit No.: |
| Received by: |
| Date: |

City of Geneva Tree Preservation Review Application

Submittal of a Tree Preservation Review Application is required for construction projects (see table below for most common types) on property that contains one or more trees over 10 inches in diameter (measured 4.5 feet above the ground) located within the Construction Activity Zone or Tree Preservation Zone (delineated by the applicant). A good rule of thumb is a 10-inch or larger tree on your property or any size tree on adjacent public or private property within approximately 50 feet of the construction project. Please refer to Title 8-5C of the Geneva City Code for further information (available upon request or at geneva.il.us). Please print or type.

Date: _____

Project Address: _____

Type of Project (check box):

| | | | | | |
|-------------------|--------------------------|------------|---|--------------------------|------------|
| New building | <input type="checkbox"/> | Fee: \$190 | Demolition only | <input type="checkbox"/> | Fee: \$100 |
| Building addition | <input type="checkbox"/> | Fee: \$75 | Lot re-grading | <input type="checkbox"/> | Fee: \$100 |
| Utility work | <input type="checkbox"/> | Fee: \$50 | Detached structure (garage, shed, etc.) | <input type="checkbox"/> | Fee: \$50 |
| Irrigation System | <input type="checkbox"/> | Fee: \$50 | Driveway, patio, deck, porch, tennis court, fence | <input type="checkbox"/> | Fee: \$50 |
| Swimming pool | <input type="checkbox"/> | Fee: \$50 | Other: _____ | <input type="checkbox"/> | Fee: _____ |

Property Owner Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Person responsible for Tree Protection (if not owner) “Tree Protection Representative”:

Contact Person: _____ Firm: _____

Office Phone: _____ Cell Phone: _____

Contact Address: _____

Email: _____

Submit one original and one copy of the following documents with completed application”:

1. Tree location Sketch
2. Tree Protection Plan (may be combined with location sketch)
3. Tree Protection Plan Description
4. Property Owner signed statement of compliance
5. Tree Protection Representative signed statement of compliance

| Building Division Use Only | | |
|-----------------------------------|----|-----|
| YES | NO | N/A |
| YES | NO | N/A |
| YES | NO | N/A |
| YES | NO | N/A |
| YES | NO | N/A |

Note: All required tree protection measures shall be installed and approved by the Consulting Forester before a building permit will be issued. No activity of any kind (construction, deliveries, staging, materials storage, etc.), except those related to tree protection, is permitted on-site until all required tree protection measures have been installed and approved by the Consulting Forester.

Note: The Consulting Forester will only issue one warning if, during construction, any portion of the approved tree protection plan is not followed. Following this initial warning, the Building Commissioner may issue a stop work order until the matter has been resolved.

Property Owner Statement of Compliance:

As owner of the property identified on page one of this application, I understand that it is my responsibility to ensure that any work conducted on my property, whether by myself or by a hired contractor, fully meets the requirements of this application and the Geneva City Code, specifically Title 8-5C (Tree Preservation). Further, I state that, to the best of my knowledge, all of the information provided in this application packet is true and accurate. I understand that no activity of any kind (construction, deliveries, staging, materials storage, etc.), except those related to tree protection, is permitted on site until all required tree protection measures have been installed and approved by the Consulting Forester.

Signed:

Property owner

Date

Tree Protection Representative Statement of Compliance:

As the property owner’s designated tree protection representative, I understand that I am working in the best interests of the property owner to ensure that any work conducted on his/her property by myself, or one of my employees, co-workers or a sub-contractor, fully meets the requirements of this application and the Geneva City Code, specifically Title 8-5C (Tree Preservation). Further, I state that, to the best of my knowledge and expertise, all of the information provided in this application packet is true and accurate. I understand that no activity of any kind (construction, deliveries, staging, materials storage, etc.), except those related to tree protection, is permitted on site until all required tree protection measures have been installed and approved by the Consulting Forester.

Signed:

Tree Protection Representative

Date



City of Geneva Tree Preservation Application Guidelines and General Information

- Submittal of a Tree Preservation Review Application is required for construction projects (see table below for most common types) on property that contains one or more trees over 10 inches in diameter (measured 4.5 feet above the ground) located within the Construction Activity Zone or Tree Preservation Zone (delineated by the applicant). A good rule of thumb is a 10-inch or larger tree on your property or any size tree on adjacent public or private property within approximately 50 feet of the construction project. Please refer to Title 8-5C of the Geneva City Code for further information (available upon request or at geneva.il.us).
- The types of construction projects that require a Tree Preservation Review Application include the following:
 - New building
 - Demolition only
 - Building addition
 - Irrigation system
 - Swimming pool
 - Lot re-grading
 - Detached structure (garage, shed, or similar structure)
 - Driveway, patio, deck, porch, tennis court, fence, or similar structure
 - New water/sewer/utility lines

Completed Tree Preservation Review Applications shall be submitted to the Building Division located at 109 James St. Contact the Building Division at 630-262-0280 if you are unsure whether or not your project requires a Tree Preservation Review Application.

- A completed application packet is required to be submitted with the building permit application including the following information:

Submit one original and one copy of the following:

 1. Application form with both statements of compliance signed
 2. Tree Location Sketch
 3. Tree Protection Plan (may be combined on one sheet with the Tree Location Sketch)
 4. Tree Protection Plan Description
- Once a completed application packet has been accepted by the Building Division, the City's Consulting Forester will review the plans and conduct an initial inspection of the site. The Consulting Forester will then either: approve the Tree Protection Plan, approve the Tree Protection Plan with conditions, or deny the Tree Protection Plan. The Consulting Forester will provide you with a written review of your submitted Tree Protection Plan.

- If the plan is approved, you can implement your protection measures and notify the Building Division when the protection measures are in place. The Consulting Forester will then return to the site and inspect the protection measures to ensure they conform to the approved plan.
- If the plan is approved with conditions, you can implement your protection measures and notify the Building Division when the protection measures are in place. The Consulting Forester will then return to the site and inspect the protection measures to ensure they conform to the approved plan.
- If the plan is denied, you must follow the direction given by the Consulting Forester and resubmit the plans for a second review. Your project will not be permitted until the Tree Protection Plan has been approved.
- Typically, tree protection measures consist of 48-inch high plastic poly-type fencing (snow fencing) of a highly-visible type placed around the critical root zone with signage warning workers to stay away. Additional protection measures may include providing a 3 to 6 inch layer of mulch over the critical root zone, root pruning, crown pruning, fertilizing, or other actions as required by the Consulting Forester.
- The Consulting Forester is generally available to review plans and inspect construction sites twice a week. In most cases, the Consulting Forester will need to visit your property at least twice, once for an initial inspection of the trees to confirm the accuracy of the location sketch, and at least one follow-up visit to inspect the protection measures. If a fully compliant plan is submitted and the required protection measures are put in place promptly, the Consulting Forester can approve the site for work within 10 days for most small projects such as decks, patios, small additions, sheds, etc. For larger projects such as large additions or new homes, the review time can be longer.
- No construction activity of any kind (except work directly related to tree protection) is allowed until the Tree Protection Plan and installed protection measures are approved by the Consulting Forester.
- A copy of the Tree Protection Plan and Tree Protection Plan Description shall be kept on site in a visible area at all times during construction. Failure to keep copies of these documents available on site will result in a stop work order being issued.
- All required tree protection measures shall be properly maintained and remain in the approved locations until either a final inspection has been passed, a final certificate of occupancy has been granted, or as otherwise required by the Consulting Forester. If it is found at anytime during construction, that the approved Tree Protection Plan is not being followed, the Building Division will issue a stop work order and work will be halted until the required protection measures have been replaced.



City of Geneva Tree Location Sketch Directions

Attached is a blank 8.5 x 14 inch piece of graph paper entitled "Tree Location Sketch". You may use this sheet, a Plat of Survey at 1"- 20' scale, or a tree survey prepared by a professional such as a landscape architect, arborist, or engineer to complete your location sketch. You may also include the Tree Protection Plan on the same sheet as your location sketch. If you are using a Plat of Survey or a Tree Survey please skip these directions and turn directly to the "Tree Protection Plan Directions" (sheet 5 attached). A sample tree location sketch is also attached for your reference.

1. Fill in the property address in the space provided.
2. Please note that the graph paper is provided as a guide for preparing your sketch. Although your finished sketch does not need to be perfectly to scale but a degree of accuracy is required.
3. Draw an arrow pointing north with the word "NORTH" under it in the lower right-hand corner of the graph paper.
4. Draw in the street or streets that abut your property and include the names. Include sidewalks, if any.
5. Draw in the property lines and include dimensions along each side. For purposes of this sketch the inside edge of sidewalk is an acceptable representation of the street property line(s).
6. Draw in your driveway.
7. Draw in the principal structure (house or commercial building). Provide dimensions from the nearest point of the structure to each property line and dimensions of the maximum width and depth of the structure.
8. If your property contains fencing, draw it in using this symbol on the Location Sketch:

X ----- X ----- X ----- X ----- X

9. Draw in any other pavement or structures attached or adjacent to the house such as walkways, patios, porches, or decks.
10. Draw in any detached structures such as sheds, detached garages, gazebos, etc.
11. Review the sketch/plan to ensure that every structure on your property is represented.
12. Once all the structures are shown draw the trees that are 10 inches or larger in size (typically, only trees within 50 feet of the proposed project are of concern). Be sure to include all trees on adjacent private property or in the public street right-of-way that are within about 50 feet of the proposed construction project. Draw in every tree using the following symbol:

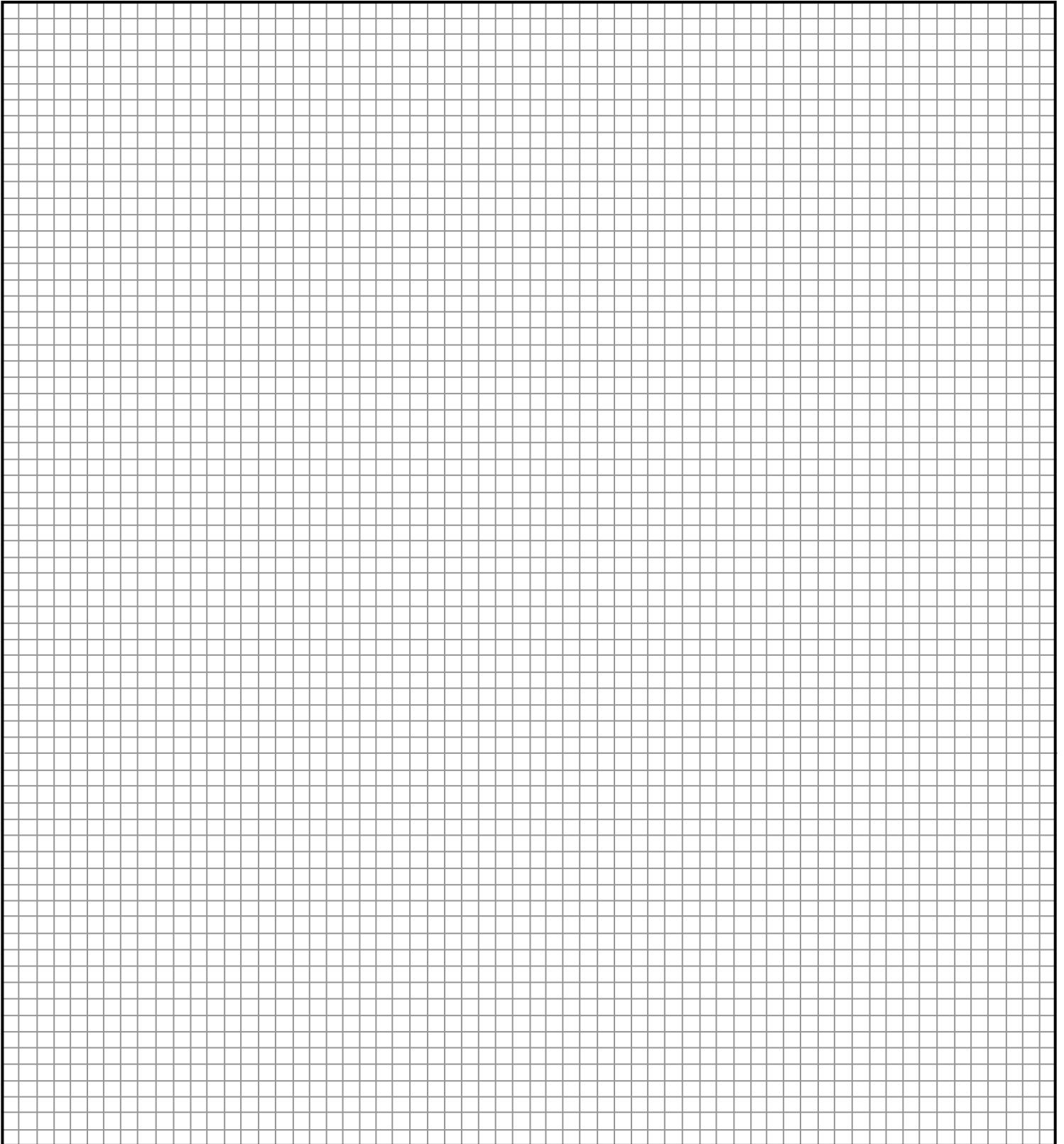


Your Tree Location Sketch is now complete. Please continue with the Tree Protection Plan directions on the attached sheet. You may also refer to the sample sketch attached for your use.



**City of Geneva
Tree Location Sketch/Tree Protection Plan**

Property Address: _____



Tree: ○

Protected tree: ○ P

Relocated tree: ○ - - - - -> ○

Removed tree: ⊗

Construction Activity Zone: - - - - - CAZ - - - - -

Tree Protection Zone: - - - - - TPZ - - - - -

Materials/equipment storage location: □ S

Protective fencing: - - - - -

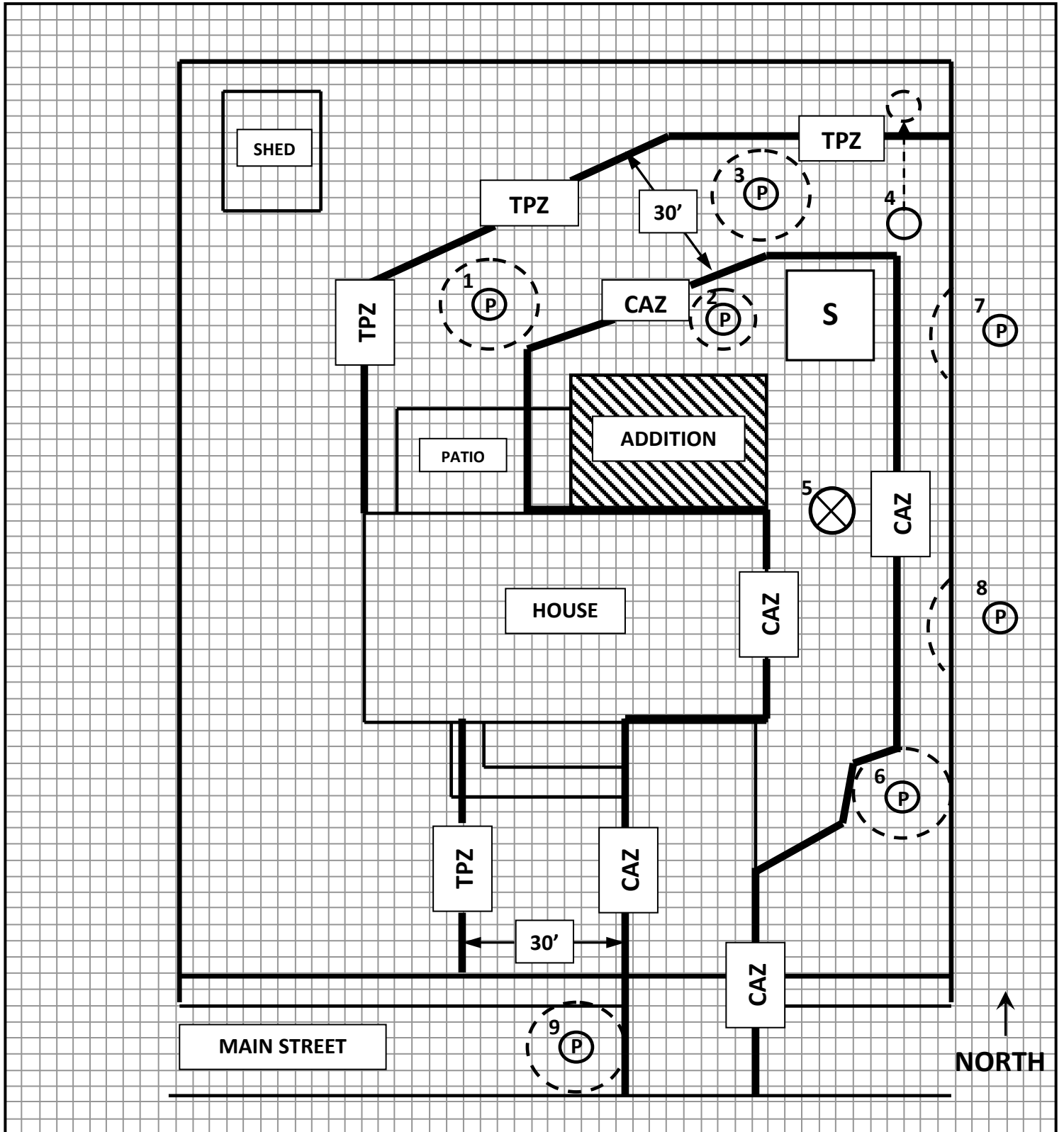
Existing on-site fencing: X - - - - X - - - - X - - - - X - - - - X



City of Geneva Tree Location Sketch/Tree Protection Plan

Property Address:

SAMPLE SKETCH



- | | |
|---|---|
| Tree: ○ | Construction Activity Zone: ----- CAZ ----- |
| Protected tree: ○ P | Tree Protection Zone: ----- TPZ ----- |
| Relocated tree: ○ -----> ○ | Materials/equipment storage location: □ S |
| Removed tree: ○ X | Protective fencing: - - - - - |
| Existing on-site fencing: X - - - - X - - - - X - - - - X - - - - X | |



City of Geneva Tree Protection Plan Directions

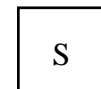
The Tree Protection Plan may be shown as a combined tree location sketch/tree protection plan or on a separate sheet. Follow these steps:

1. Draw the “footprint” of the construction project you are applying for. Include dimensions to the nearest property lines and dimensions of each side of the structure.
2. Draw in the Construction Activity Zone (CAZ). Refer to the definitions sheet included in the packet for a definition of the CAZ.

Be sure to include an area for materials storage, street access for workers and/or vehicles, an area for a dumpster (if needed), and any lot re-grading. The CAZ is an area that the applicant delineates. Once the CAZ is delineated, no construction activity of any kind is permitted outside this zone so plan this area carefully. Try to keep as many trees out of the CAZ as possible. Discuss with your contractor how much space they will need to perform the work and decide where the CAZ boundary can be shifted to avoid trees. Any trees located within the CAZ can be removed if warranted by construction. For those trees to be protected within the CAZ, best protection efforts are required.

Use the following symbol to define the CAZ border: ----- CAZ -----

3. Will any construction equipment or materials be stored on site? Attempt to store any construction equipment or materials away from the trees. Use the following symbol for any equipment or materials storage areas:



4. Draw in the Tree Protection Zone (TPZ). Refer to the definitions sheet included in the packet for a definition of the TPZ.

This is the area of your property where trees are required to be protected. No construction activity is permitted in this area of any kind. The City’s Consulting Forester will help you determine what protection measures are needed to protect these trees.

Use the following symbol to define the TPZ border: ----- TPZ -----

5. Are there any trees on adjacent private property (border trees) or in the public street right-of-way (municipal trees)? Border trees are defined as: any off-site tree at the outside edge of and within fifteen (15) feet of a delineated, on-site construction activity zone that could be susceptible to damage during the construction process. Municipal trees are defined as: any tree regardless of size or condition growing on any City property including all parkway trees, trees on medians, and at other City-owned locations. The TPZ should be shown on the plan to include all of these off-site trees. You are required to protect all border trees from damage caused by construction activity. The Consulting Forester is available to assist you in determining what protection measures are needed to protect these trees.

6. Using the following symbols, determine which trees are to be protected, removed, or relocated:



7. For protected trees, protective fencing will be required at a minimum. The protective fencing should be shown at the outside edge of the critical root zone. Refer to the definitions sheet included in this packet for a definition of the critical root zone. Use the following symbol to show protective fencing/critical root zone:



8. Add a number next to every 10-inch or larger tree within the CAZ, TPZ, and any border or municipal tree within 50 feet of the project. This number will correspond to the number on the Tree Protection Plan Description that is included in this packet.

9. Fill out the Tree Protection Plan Description page. If you are unsure as to the diameter, species, or condition of a tree, leave those portions of the table blank. Indicate which trees are to be protected, removed, or relocated in the space provided and what protection measures are proposed for each tree.

This completes the location sketch/tree protection plan preparation. The Consulting Forester will review this material and recommend what protection measures are needed for each tree to be protected.



City of Geneva Tree Protection Plan Description

NOTE: The Consulting Forester may require you post an approved Tree Protection Plan Description at the building site; if so it will be noted on the Letter of Transmittal.

Project Address: SAMPLE

| Tree Description | | | | Classification | | Action | | | | |
|------------------|------|--------------------------|-----------|----------------|-------------|----------|------------|-------------|-----------|-----------|
| Tree No. | DBH* | Species | Condition | Protected | Unprotected | Remove | Root Prune | Crown Prune | Fertilize | No Action |
| 1 | 30" | Oak | Excellent | ✓ | | | | | ✓ | |
| 2 | 17" | Elm | Good | ✓ | | | ✓ | ✓ | ✓ | |
| 3 | 25" | Linden | Fair | ✓ | | | | | | ✓ |
| 4 | 10" | Ash | Good | | ✓ | Relocate | | | | |
| 5 | 14" | Oak | ? | | ✓ | ✓ | | | | |
| 6 | 22" | Hickory | Good | ✓ | | | | | ✓ | |
| 7 | 8" | Border tree: Hackberry | Good | ✓ | | | | | | ✓ |
| 8 | 11" | Border tree: Douglas Fir | Excellent | ✓ | | | | | | ✓ |
| 9 | 19" | Municipal tree: Beech | Good | ✓ | | | | | | ✓ |
| | | | | | | | | | | |
| | | | | | | | | | | |

* Diameter Breast Height: The diameter of the trunk of the Tree measured in inches at a point 4.5 feet above ground line.

Prepared by: SAMPLE



City of Geneva Tree Preservation Definitions

A. Arboricultural Specifications Manual.

A manual, prepared and updated by the Community Development Department, which contains regulations and standards for the preservation, protection, planting, maintenance, relocation, and removal of trees on private property.

B. Border Tree.

Any off-site tree at the outside edge of and within fifteen (15) feet of a delineated, on-site Construction Activity Zone that could be susceptible to damage during the construction process.

C. Class A Tree (Key Specimen Tree).

Any tree identified by the designated City Forester as having the following characteristics:

1. be in fair to excellent condition;
2. have a diameter at approx. four and one half feet above ground ("DBH") of 20" or larger;
3. have a species rating percentage of 80% or greater as listed in the most recent issue of Species Ratings and Appraisal Factors for Illinois, published by the International Society of Arboriculture.

The following trees shall be classified as Class A Trees:

- Ash - green ash improved cultivars, white ash*
- Bald cypress
- Douglas fir
- Filbert - Turkish filbert
- Fir - white fir
- Gingko - male cultivars
- Hackberry - common hackberry
- Hemlock - Canadian
- Hickory - native shagbark*
- Honey locust - thorn less cultivars
- Kentucky coffeetree - males
- Linden - Redmond linden
- Maples - black maple, sugar maple species & improved cultivars
- Oak - bur, chinquapin, red*, swamp white, white
- Walnut - black*

*Recommended due to prominence in the native flora.

D. Class B Tree (Significant Tree).

Any tree identified by the designated City's Forester as having the following characteristics:

1. be in good to excellent condition;
2. have a DBH measurement of 10 inches or larger;
3. have a species rating percentage of 60% or greater as listed in the most recent edition of Species Ratings & Appraisal Factors for Illinois published by the International Society of Arboriculture.

The following trees shall be classified as Class B trees:

- Ash - green and white improved cultivars, green species, blue
- Bald cypress
- Beech - European and American
- Birch - River
- Buckeye - Ohio and yellow
- Douglas fir
- Elm - Lacebark, hybrid resistant
- Filbert - Turkish
- Fir - White
- Gingko - Male cultivars
- Hackberry - Common
- Hemlock - Canadian
- Hickory - Bitternut, shagbark
- Honey locust - Thorn less cultivars
- Hornbeam - European, American
- Horse chestnut- Common
- Ironwood
- Katsura tree
- Kentucky coffeetree - Male
- Linden - Redmond, American, littleleaf
- Magnolia - Cucumbertree, saucer
- Maples - Black, sugar species & improved cultivars, hedge or field, Freeman, Amur, Norway improved cultivars, red improved cultivars
- Oak - White, bur, swamp white, chinquapin, Hill's, shingle, pin, chestnut, red
- Pine - Eastern white
- Planetree - London
- Spruce - Norway, white, Serbian, Colorado
- Tuliptree

- E. Construction Activity Zone. All areas of a zoning lot, as delineated by a building permit applicant, where building construction, grading, and associated activity is expected to occur. The Construction Activity Zone shall be the minimum area of the lot necessary to perform the permitted construction, maneuver equipment, and provide for reasonable storage of materials. No building construction activity, including movement and placement of equipment, site access, and material storage shall be permitted outside the delineated Construction Activity Zone.

- F. Critical Root Zone. The area around a tree that must be left undisturbed in order to preserve a sufficient root mass to give a tree a reasonable chance of survival. This area is defined by a circle on the ground beneath a tree having its center point at the center of the trunk of the tree and having a radius equal to 1 foot for every inch of trunk diameter measured 4.5 feet above ground.
- G. Municipal Tree. Any tree regardless of size or condition growing on any City property including all parkway trees, trees on medians, and at other City owned locations.
- H. Protected Tree. A tree shown on a Tree Protection Plan that is located within a Tree Preservation Zone and designated to be retained after construction is completed.
- I. Tree Location Sketch. A graphic depiction (in plain view) showing the location, size, condition rating, and species (if known) of all existing trees 10 inches in diameter (measured 4.5 feet above the ground), including Municipal Trees and Border Trees, that are located in a Tree Preservation Zone and designated by the owner to be removed, relocated, or protected, and trees located in a Construction Activity Zone that area designated by the property owner to receive initial protection measures.
- J. Tree Preservation Zone. All areas of a zoning lot located adjacent to and within 30 feet of the outside edge of a Construction Activity Zone, as delineated by a building permit applicant, where protected trees are present.
- K. Tree Protection Plan. A plan having text and/or graphic illustrations showing the trees designated by the property owner to be removed, relocated, or protected in Tree Preservation Zones, Critical Root Zones of Protected Trees, trees designated by the owner to receive initial protection measures in Construction Activity Zones, tree protection measures to be used, parties responsible for the maintenance of protection measures, temporary material storage areas, and building/site improvements including new utility services.



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|-----------------------------------|
| Building Division Use Only |
| Permit No.: |
| Received by: |
| Date: |

City of Geneva
Tree Preservation Requirements Waiver
 (Section 8-5C of the Geneva City Code)

Project Address: _____

Person completing this waiver is the (circle or check one): Owner Contractor

Other: _____

As owner or the owner’s designated representative of the property described above, I hereby certify that:

1. I am aware of and understand the requirements of the Geneva City Code (Section 8-5C) relating to tree preservation and construction on this property.
2. This property contains no trees 10 inches or larger in diameter (measured at 4.5 feet above ground) within the CONSTRUCTION ACTIVITY ZONE or the TREE PRESERVATION ZONE.
3. There are no critical root zones of trees on any adjacent private property (Border Tree) or in the public right-of-way (Municipal Tree) that will be affected by any construction activity (materials storage, construction staging, truck deliveries, etc.).
4. I understand that misrepresenting the locations or sizes of trees or any other information for the purpose of avoiding the tree preservation regulations may result in the issuance of a stop work order by the City’s Building Division, in which case, work shall not be re-initiated until a tree protection plan is approved by the Consulting Forester.
5. If I am not the owner of the property, I have shown this waiver to the owner and the owner understands the requirements of the Geneva City Code (Section 8-5C). I have explained to the owner that even though they are not signing this document, they are responsible for adherence to the City Code.

Signed:

 Property Owner/Designated Representative

 Date



| |
|-----------------------------------|
| Building Division Use Only |
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| Date: |

City of Geneva Tree Removal Permit Application

A tree removal permit is required prior to the removal of a live Class A or B tree located on private parcels of land that are more than 1.5 acres (65,340 square feet) in size, or parcels of land requiring review and approval of Tree Preservation Plans as set forth in Section 11-11-4 of the Geneva City Code, where and no on-site work requiring a building permit is involved. Non-class A or B trees can be removed without a permit.

Please Print or Type

Date: _____

Project Address: _____

Property Owner Information:

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone: _____

Property Owner's Email: _____

Completed Tree Removal Permit Applications shall be submitted to the Building Division located at 109 James Street. Contact the Building Division for questions at 630-262-0280.

The following documents shall be included with this application:

1. A written statement indicating the reasons for the removal of the tree(s). This statement should also include the species, diameter 4.5 feet above the ground and quality of each tree to be removed (if known).
2. A map of the parcel of land indicating the location of the tree(s) to be removed, generally a plat of survey is acceptable.
3. A tree preservation plan if the provisions set forth in Section 11-11-4 pertaining to formal review are applicable to the site.

Upon submittal of a complete tree removal permit, the City's Consulting Forester will inspect the tree(s) that are proposed for removal to determine if they are Class A or Class B trees. Tree removal permits will only be approved for the following reasons:

1. Safety Hazard: The tree poses a safety hazard to persons, property, or the community, which cannot be remedied by proper tree pruning techniques alone.
2. Diseased or Weakened Trees: The tree is substantially diseased or weakened by age, storm, fire, or other injury.
3. Observation of Good Forestry Practice: Removal of one or more specified trees is in accordance with good forestry practice, such as when the parcel of land will only support a certain number of healthy, preservable trees that is less than the number of existing preservable trees on the parcel.
4. All reasonable efforts have been undertaken in the land planning, architectural, and engineering design of the proposed building(s), development, or site improvements to minimize tree damage and/or removal, and the tree or trees must be removed to provide adequate space for the permitted construction.
5. Approved Tree Preservation Plan: Formal approval of a Site Plan, Preliminary Planned Unit Development Plan Approval, or Preliminary Subdivision Plat Approval.

Signed:

Property Owner

Date