

VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL

RE: Tree Removal Permit Application

Dear Resident:

Village Ordinance requires that all residents who want to remove **any** trees in the Village of Deerfield must complete a Tree Removal Permit Application.

The Applicant must completely fill in all shaded areas on the Tree Removal Information side of the Tree Removal Application Form – Sections **A** and **B** – and return the completed form to the Village Hall.

The Village Forester will review the application and the specified trees.

- If the trees are dead, dangerous, or diseased, then a permit for their removal will be issued by the Village. No permit fee will be paid by the Applicant.
- If the Applicant is removing trees that are not protected by Village Ordinance, then no permit fee will be paid by the Applicant.
- If the Applicant is removing live, healthy trees that are protected by Village Ordinance (Protected trees are **all** trees 8” in diameter and larger as measured 4.5 feet above the soil line), permit fee will be required and then a permit will be issued.

Mitigation Required

All live, healthy protected trees that are removed **MUST** be mitigated as determined by the Village Forester. The Village Forester will determine the number of replacement trees to be planted on the property. The applicant is required to submit a tree replacement plan that shows the species, size (caliper) and location of the replacement trees as specified in Ordinance O-21-10. If the plan is approved by the Village Forester, then the Village Forester will complete the mitigation portion of the tree removal permit application form. The calculation of the required replacement fee items a and b, including the listing of the replacement trees and items a and b of the approvals section will also be completed by the Village Forester.

Upon the completion of the plantings, the Village Forester will inspect the plantings and calculate the amount of refund, if any, due to the applicant, and authorize the refund by completing item c of the approvals section.

Permit Issued

Before the permit is issued, the Applicant must agree to plant the specified trees and sign Section **C** of the Tree Removal Permit Application, attach the required fee, and return the completed application and fee to the Village Hall.

Sincerely,
The Village of Deerfield

Village of Deerfield Tree Removal Permit Application (Highlighted Areas Must Be Completed By Applicant)										
Address of Site:				For Village Use Only			Permit Number		Fee	Issue Date
Owner's Name and Telephone Number:				Comments:						
Owner's Address:										
Contractor's Name and Telephone Number , if Selected:										
Contractor's Address:										
TREE REMOVAL INFORMATION (Filled Out by Applicant)				TREE MITIGATION REQUIRED (Filled Out By Village Forester)						
Proposed Tree Removal				Replacement Trees per Plan			Required Replacement Fee			
Tree No	Species (common name)	DBH	Reason For Removal	#Trees	Caliper	Species	Total Inches of Protected Trees Removed: _____			
										X \$125/inch (=total fee due) _____
							This total fee is due with the submittal of this application: \$ _____			
							Fee Refund as applicable			
				DED AND EAB TREES						
				DED TREES						
							Fee Refund as applicable			
				EAB TREES			Total Inches Planted _____			
							X \$125/inch (=refund) _____			
							Amt. Refunded \$ _____			
				Completed Approvals by Village Forester:						
				A. Permit Fee		BY: _____ DATE: _____		B. Replacement Fee Required		BY: _____ DATE: _____
				Required		Y / N _____		Due		Y / N _____
				Paid		Y / N _____		Paid		Y / N _____
Applicant Certification: I certify the above tree removal information is correct. Written documentation about tree condition provided? YES [] NO []				Applicant Acceptance: I agree to to pay the replacement fee and plant the required trees or forfeit the balance of the replacement fee.			C. Trees Planted		Y / N _____	
							D. Refund Due		Y / N _____	
Applicant Signature:			Date:	Applicant Signature:			Date:	Signature:		Date:
Applicant Printed Name:				Applicant Printed Name:			Printed Name:			