



<b>Building Division Use Only</b>
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: \$214.50 | Demolition only                           | <input type="checkbox"/> | Fee: \$118.25 |
| Building addition | <input type="checkbox"/> | Fee: \$100.00 | Demolition of old bldg. plus New Building | <input type="checkbox"/> | Fee: \$214.50 |
| Swimming Pool     | <input type="checkbox"/> | Fee: \$ 60.50 | Detached structure (garage,etc.)          | <input type="checkbox"/> | Fee: \$60.50  |
|                   |                          |               | 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: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Email: \_\_\_\_\_

Firm: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Note: All required tree protection measures shall be approved by the Consulting Forester before a building permit will be issued.

***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 by owner/representative 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 by owner/representative 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](http://geneva.il.us)).
- The types of construction projects that require a Tree Preservation Review Application include the following:
  - New building
  - Demolition only
  - Building addition
  - Swimming pool
  - Detached structure (garage, etc)

***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 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 Protection Plan Directions

The Tree Protection Plan needs to be shown, on the plat of survey for the project address. 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). The CAZ is an area that the applicant delineates.

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.

6.

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



8. 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:



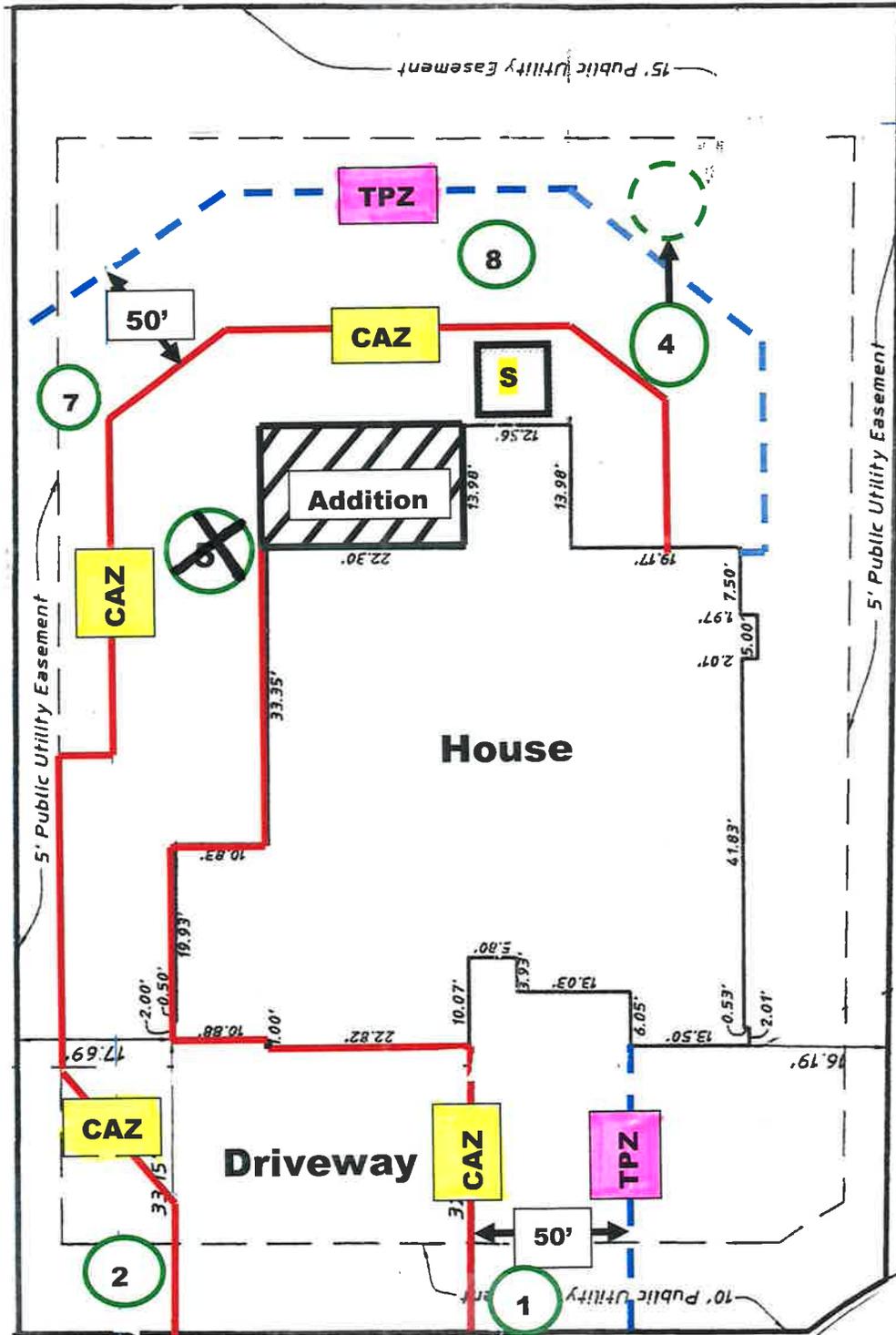
9. Add a number next to every 10-inch or larger tree within the CAZ, TPZ, and any border or municipal tree within 50 feet of the project. This number will correspond to the number on the Tree Protection Plan Description that is included in this packet.

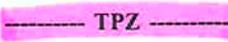
10. Fill out the Tree Protection Plan Description page. If you are unsure as to the diameter, species, or condition of a tree, leave those portions of the table blank. Indicate which trees are to be protected, removed, or relocated in the space provided and what protection measures are proposed for each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

# PLAT OF SURVEY

Neighbors Property



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





## 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.