

**VILLAGE OF LINCOLNWOOD TREE MANAGEMENT ORDINANCE**

**WHEN DO I NEED A TREE PERMIT?**

*Situation that requires a permit*

*Situation that does not require a permit*

-  Resident
-  Village

Resident decides to remove a tree with a diameter at breast height **equal or greater than (8) inches**

Resident decides to remove a tree with a diameter at breast height **less than (8) inches**

Resident must obtain a tree removal permit from the Building Department  
**(Click here to go to application)**

Resident may contact a contractor licensed within the Village of Lincolnwood to remove the tree-  
**NO PERMIT NECESSARY**

See Tree Removal Process “Normal” **(Click here)**  
If emergency see Tree Removal Process “Emergency” **(Click here)**

**Tree removal permits for non hazardous trees are \$65.00 per tree**

**Should you have any questions regarding the Tree Management Ordinance you may contact the Building Department at 847-745-4790.**

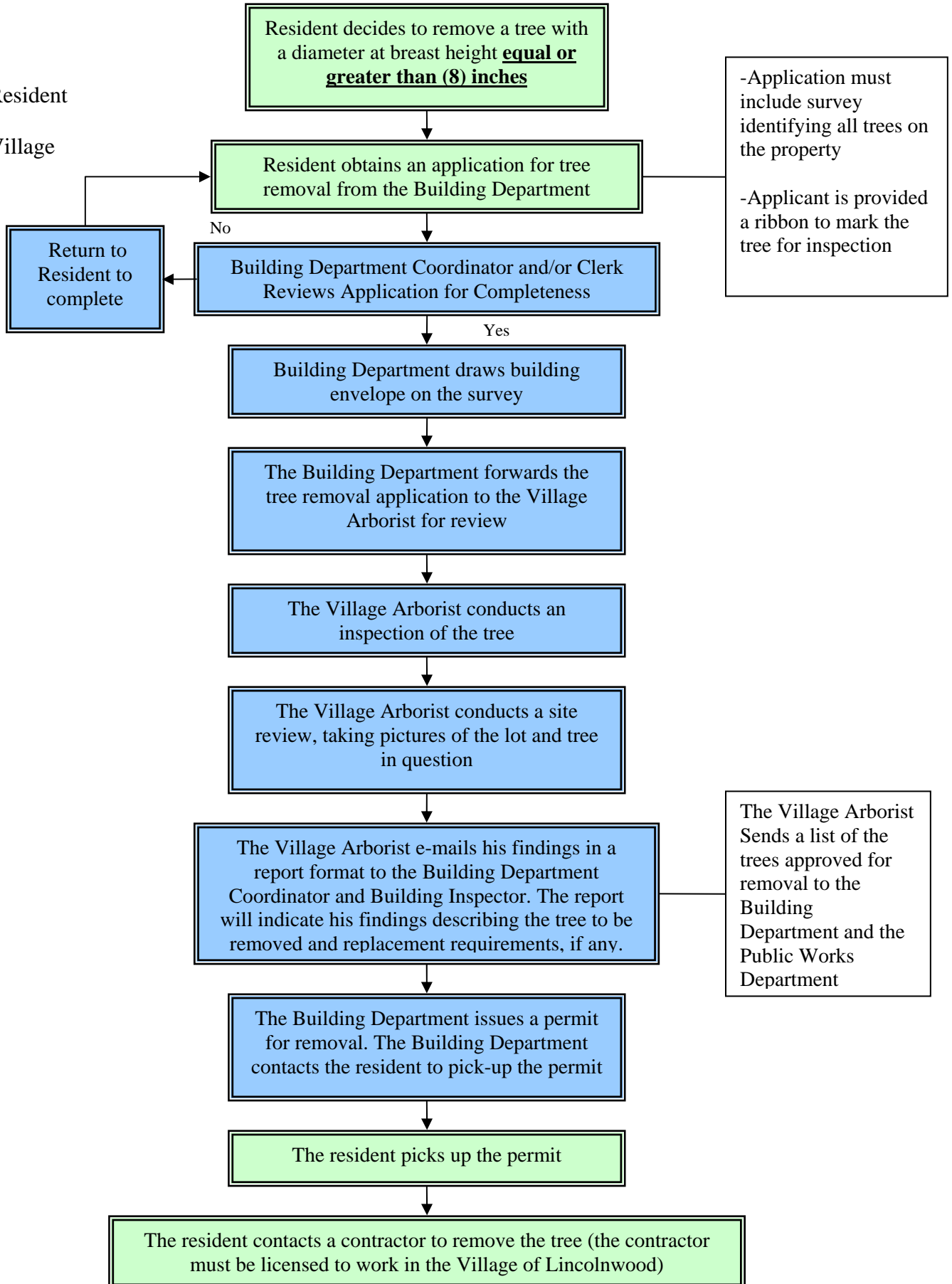
**How do I know the diameter of my tree? [Click Here](#)**

**How do I know the condition of my tree? [Click Here](#)**

**How do I know if a tree is on the nuisance tree list? [Click Here](#)**

**VILLAGE OF LINCOLNWOOD  
NORMAL TREE REMOVAL PERMIT PROCESS**

Resident  
 Village



## VILLAGE OF LINCOLNWOOD EMERGENCY TREE REMOVAL PERMIT PROCESS

Resident  
 Village

A tree emergency as determined by the Village Administrator or his/her designee that has become an imminent danger or hazard to persons or property as a result of fire, motor vehicle accident or natural occurrence such as lighting, windstorms, ice storm, flood, or other similar event; or a tree that must be removed in order to perform emergency repair or replacement of public or private water, sewer, electric, gas, or telecommunications utilities.

A Resident feels a tree emergency exists with a tree that has a breast height equal or greater than (8) inches

If it is between 9:00 a.m. and 5:00 p.m. Monday-Friday the resident must contact the Building Department to obtain an emergency permit

Yes, it is between 9-5 M-F

No, it is not between 9-5 M-F

The Village Administrator or his/her designee is authorized to issue a tree removal permit without completion of a full application

The Village Administrator or his/her designee conducts a site visit of the tree and issues a permit to remove the tree

The resident makes arrangements to have a tree removal company that is licensed within the Village of Lincolnwood remove the tree

The tree is removed by a company licensed within the Village of Lincolnwood

The resident may take any reasonable action necessary to avoid or eliminate the immediate danger or hazard, or conduct emergency repair or replacement of the public or private utility.

The resident makes arrangements to have a tree removal company that is licensed within the Village of Lincolnwood to remove the tree

The tree is removed by a company licensed within the Village of Lincolnwood

The resident **must** file an application **(along with pictures of the tree)** for a tree permit at the Building Department within 72 hours after the tree is removed

The Building Department forwards the tree removal application to the Village Arborist for review

The Building Department issues a permit and contacts the residents for pick-up

***EXAMPLES OF TREE CONDITIONS***



***Dying Tree***



***Healthy Tree***



***Hazardous Tree***



**VILLAGE OF LINCOLNWOOD**  
BUILDING DEPARTMENT

**Application**  
**Tree Management Permit**

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

Property

Property Owner \_\_\_\_\_

Property Owner Current Address \_\_\_\_\_

Property Owner Phone Number \_\_\_\_\_

Tree Removal Firm

Name of Firm Removing Tree \_\_\_\_\_

Address, City, State of Firm \_\_\_\_\_

Phone Number of Firm \_\_\_\_\_

Is the Firm licensed by the Village?      Yes    No

Tree to be Removed

Diameter of Tree in inches \_\_\_\_\_

Species of Tree \_\_\_\_\_

Explain why the tree is to be removed: \_\_\_\_\_

PLAT OF SURVEY OF THE PROPERTY IDENTIFYING ALL TREES MUST BE INCLUDED WITH THIS APPLICATION.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Note: Approval of this application authorizes the Village and its representatives to enter the property listed above at anytime.

**Office Use Only**

Type of Removal:

- Building Envelope     Deferred/Nuisance     Dead, Dying, Diseased  
 Tree Replacement Fee Required     Tree Replacement on Property     Conservation Area Permit

## Deferred Species List (nuisance trees)

### Small Trees

*Elaeagnus angustifolia* - Russian Olive

*Populus nigra 'Italica'* - Lombardy Poplar

*Sorbus species* – Mountain Ash

### Medium Trees

*Ailanthus altissima* - Tree of Heaven

*Fraxinus velutina glabra* - Modesto Ash

*Fraxinus nigra* - Black Ash\*1

*Fraxinus pennsylvanica* - Green Ash\*1,2

*Morus species* - Mulberry

*Pinus species* – Pine

### Large Trees

*Acer negundo* - Boxelder

***Acer saccharinum* - Silver Maple**

*Fraxinus excelsior* – European Ash

*Fraxinus americana*\*1,2

*Fraxinus quadrangulata* - Blue Ash\*,1

*Ginkgo biloba* - (Female) - Female Ginkgo

*Picea species* – Spruce

*Populus alba* - White Poplar

*Populus deltoides* - Cottonwood

*Salix species* - Willow

*Ulmus americana* - American Elm

*Ulmus pumila* - Siberian Elm

## How do I know the diameter of my tree?

1. Use a ruler to measure the circumference (distance around the tree) of the tree



2. Take the circumference (distance around the tree) and divide it by 3.14
3. Your answer is the diameter of the tree