

Application for Demolition Permit

Before a permit can be issued the following requirements must be met:

- License well driller must signed off on one of the follow:
 1. Affirming no evidence of well on premise
 2. Well will be protected and put into operation after construction
 3. Well has been sealed and paperwork filed with state
- Sewer disconnected and capped at water department discretion (at stub or property line) (City inspected)
- Water disconnected at B-box or water main at water department discretion (City inspected)
- Water Meter returned to City of Palos Heights
- Final Water Bill paid in full
- Supply Cook County demolition permit
- City Right-of-Way inspection
- Proof of gas disconnection from Nicor
- Proof of electric disconnection from ComEd
- Silt Fence installed
- Tree protection ordinance signed and installed(packet included)
- Contractors must be registered, insured, & bonded with the City
- Demolition notice sign must be posted 10 days prior

APPLICATION FOR DEMOLITION PERMIT



7607 W College Drive

Ph: (708) 361-1804 Fax: (708) 923-7112

building@palosheights.org

REAL ESTATE TAX I.D. #: _ _ - _ _ - _ _ _ _ - _ _ _ _

APPLICANTS: COMPLETE ALL ITEMS AND SUBMIT WITH ALL SUPPORT DOCUMENTATIONS		
LOCATION OF IMPROVEMENT	ADDRESS _____ SUBDIVISION _____ LOT _____	
OWNER	NAME _____	PHONE
	ADDRESS _____	Home: _____
	EMAIL _____	Business: _____ Cell: _____
CONTRACTOR	NAME _____	Business: _____
	ADDRESS _____	
	CONTACT _____ EMAIL _____	Cell: _____
Cook County permit required prior to issuance of City of Palos Heights permit.		TOTAL COST OF IMPROVEMENT \$ _____
Cook County Department of Environmental Control (312) 603-8200.		
Call Julie (800) 892-0123 – 48 Hours prior to starting work		
Required inspections before issuance of permit :		
1. Sewer Disconnect		
2. Water Disconnect		
3. Well Inspection (If Applicable)		
4. Tree Fence (If Applicable)		
5. Silt Fence		
Call Building Department for Inspections. 24 Hour Notice Required.		
BUILDING DEPARTMENT USE ONLY		<p>I hereby declare that the above information is correct, and I do agree, in consideration of and upon issuance of a building permit, to perform only such work as described herein. I further declare that I am the owner, his contractor or authorized agent and have permission from the owner to apply for this permit.</p> <p>I/WE AGREE TO CONFORM TO ALL APPLICABLE LAWS, ORDINANCES AND CODES OF THIS JURISDICTION.</p> <p>_____</p> <p>Print Name</p> <p>_____</p> <p>Signature of Applicant Date</p>
BUILDING PERMIT NO. _____		
BUILDING PERMIT FEE \$ 1,025- Demolition Fee \$ 25- Sign insert \$ 150- Sign Deposit		
Total Fee	\$ 1,200	
APPROVED BY _____		

Ordinance No. O-16-06

**AN ORDINANCE PROVIDING FOR TREE PROTECTION AND PRESERVATION
ON SINGLE FAMILY CONSTRUCTION SITES IN THE R AND R-1 ZONING DISTRICTS IN
THE CITY OF PALOS HEIGHTS**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PALOS HEIGHTS, COUNTY OF COOK, STATE OF ILLINOIS, as follows:

Section One. The Code of Ordinances of the City of Palos Heights is hereby amended to add Chapter 157 as follows:

GENERAL PROVISIONS

§157.01 Purpose

Trees are critical partners in the ecosystem of our planet and our community. Trees enhance the aesthetics of neighborhoods; increase property values; provide food, nesting, migratory opportunities and a safe haven for birds and other animals; help to control flooding and soil erosion; provide shade and wind protection; reduce noise; filter pollutants; purify the air exchanging carbon dioxide with oxygen; support the overall balance of nature; and add to the beauty of the whole City, increasing the quality of life for all. Thus, it is the philosophy of the City of Palos Heights to protect, preserve and increase the number of trees in the Community Forest of Palos Heights.

§157.02 Definitions

Arboricultural Specification Manual: A manual produced by the International Society of Arboriculture addressing standards for preservation, planting, maintenance and removal of trees.

Border Tree: A tree growing partially on public property and private property or on abutting private properties.

Caliper: A measurement used for nursery stock. The diameter measured at six inches above the ground line for trees up to 4" in diameter and measured at twelve inches above the ground line for trees greater than 4" in diameter.

Certified Arborist: An arborist certified by the International Society of Arboriculture (ISA) trained in the science of caring for trees.

City Arborist: That city employee or his designee who oversees the City forestry management program.

Community Forest: The sum total of all trees existing in the City of Palos Heights both on public and private property.

Construction: That activity which requires a building permit issued by the Building Department for a tear down or newly constructed residence.

Construction Envelope: The defined area of the lot or development that contains all of the construction or site disturbance activities.

Construction Site: That property which denotes the building of, demolition of, or addition to the principal structure (building); that property which denotes the building of, demolition of, addition to, or relocation of an auxiliary structure.

Critical Root Zone: The root area surrounding the tree as determined by an imaginary circular line on the ground having its center point the center of the trunk of the tree and a radius equal to one foot for every one inch of trunk diameter at DBH, but with a minimum radius of at least six feet.

DBH: Diameter Breast Height is the diameter of a tree at 4.5 feet (54 inches) above ground and is the recommended standard reference point for measuring mature trees.

Demolition: The removal of at least the roof and two sides of a structure (building).

Diseased/Damaged Tree: A tree harboring an identifiable disease or severe limb/trunk/root damage as attested to by a certified arborist.

Drip Line: The imaginary line on the ground directly beneath and determined by the maximum radius of the crown of the tree.

Forestry Management Program: The City management program that consists of this tree preservation ordinance, its permit process and enforcement procedure.

Hazardous Tree: A tree that exhibits at least one of the following: (a) the tree is dead or dying showing no leaf presence or very little during the growing season; (b) the tree has been heavily damaged beyond saving or structurally compromised; (c) the tree has been diagnosed by a certified arborist as exhibiting an infection or disease that can not be arrested. The above may constitute a safety or health hazard to humans, property or other trees and removal is recommended.

Healthy Tree: A tree free from disease or severe damage that exhibits new growth yearly.

ISA: International Society of Arboriculture

Mature Tree: A tree with a DBH of 8" or greater; a multi-stem tree with an aggregate DBH of 16" or greater.

Permit: The approval issued by the City to perform a certain task.

Private Tree: Any tree located on private property.

Prohibited Tree: A tree species prohibited from being planted due to infrastructure protection and shall include female Ginkgo, all Willow and all Cottonwood and any additional species determined by the city arborist from time to time.

Protected Trees: A protected tree may be designated by size, species or location. Thus any mature tree, all significant tree species and all those trees located on public property are protected trees.

Public Tree: Any tree located on public property.

Significant Tree Species: All species of Hickory, Oak and Walnut trees with a 8 inch or greater DBH, or any tree designated as significant from time to time.

Street Trees: Trees, shrubs, bushes and all other woody vegetation bordering public thoroughfares within the City.

Structure: Anything built, installed, erected or placed on, in or under the ground or attached to something on, in or under the ground, and defined as follows:

- (1) Principal Structure: The main building on a site, that which is used as a residence.
- (2) Auxiliary Structure: Those structures other than the principal structure but not limited to accessory buildings (detached garages and sheds), patios, decks, gazebos, pools, fences and others designated from time to time by the Building Commissioner.

Tear Down: Common terminology for a complete demolition (which may or may not include the foundation removal).

Tree: A self-supporting woody plant having an anchoring root system, a main stem (trunk) or multi-branched trunk supporting a well defined crown of branches with leaves (canopy) commonly reaching 15' or more in height at maturity.

Tree Bank: An escrow account established based upon the replacement value of the trees on site and in the right-of-way per a certified arborist and retained by the city until the tree preservation/ tree replacement plans are fulfilled.

Tree Preservation Plan: A site plan that provides all details required by the City Arborist that verifies how the existing protected trees will be preserved.

Tree Removal Permit: The written permit issued by the City to authorize the removal of a tree pursuant to the provisions of this ordinance.

Tree Replacement Plan: Plans approved by the City Arborist that insures that trees removed during construction or otherwise are replaced appropriately.

Tree Survey: A document prepared by a certified arborist, unless specified otherwise in this ordinance, consisting of text and graphics drawn to scale that depicts the existing protected trees on a site, those on adjacent property within 15' of the lot line, public trees in the right-of-way abutting the site, species, size at DBH, condition, estimated critical root zone, site location specified and any other information required by the City Arborist.

Tree Topping: A misunderstood practice to limit the height of trees by cutting back tree branches especially at the crown's top causing a stubby appearance, limiting proper growth and promoting excessive shoots around the cut areas which will ultimately weaken the tree branches, cause an abnormal shape to the tree, and possible death of the tree.

§157.03 Tree Removal Process

(A) Removal of Trees Prohibited: Except as provided for in this ordinance, it shall be unlawful for any person to remove, injure or destroy any protected tree in the course of construction in the City of Palos Heights unless authorized by the City.

(B) Tree Removal Permit Required For All Construction: Permits authorizing the removal of trees, unless an emergency, are mandatory for all construction and shall only be issued by the Building Commissioner after review by the City Arborist according to but not limited to the following conditions and may require a certified arborist's opinion:

(1) The tree is injured, diseased, dying or dead

(2) The tree is a hazard

(3) Removal of the tree is consistent with good forestry practices according to the arboricultural specification manual

(4) Mature trees may only be removed by a professional tree removal service that is licensed, bonded and insured holding a current City of Palos Heights business license

(5) Tree topping is prohibited

(6) Reasonable efforts have been undertaken in the architectural layout and design of the proposed development/site to minimize tree loss.

(C) Permit application conditions:

- (1) An application for a tree removal permit when construction occurs on the site that requires other city permits shall include the reason for the tree removal, prior approval before issuance of other permits, and compliance with Chapter 153.35, Section 1 (c), (d) and (e (1 and 2)).
- (2) On sites where a demolition will occur the following shall apply:
 - (a) Reason for tree removal
 - (b) Tree survey of site
 - (c) Tree preservation plan
 - (d) Tree replacement plan
 - (e) An established tree bank for City owned trees
 - (f) Prior approval by the Building Department before issuance of other permits
 - (g) Items (b), (c) and (d) must be prepared by a certified arborist

(D) There will be no fee for a tree removal permit.

§157.04 Tree Preservation Plan

(A) Approved tree preservation plans are required prior to annexation, residential lot subdivision, demolition, and construction involving a principal structure and shall become covenant to the above agreements/approvals/building permit processes.

(B) In addition, the following shall apply for:

(1) Border Trees

- (a) Border trees spanning the lot line of a construction site must be protected and can not be removed unless a written agreement is received by the City from the corresponding property owners.
- (b) In the case of a fence permit application, the Building Commissioner and City Arborist may approve circumventing the tree on to the fence owner's property.
- (c) In the event that the border tree spans City property, permission must be obtained from the City Arborist for its removal.

(2) Sheds

- (a) If placement of a shed will cause an impervious area under a mature tree, the permit must be issued with a caution indicating tree damage may occur.

(C) Principal Structure Construction

- (1) All tree preservation plans for construction on a site where demolition will occur and/or a principal structure will be built, shall be prepared by a certified arborist unless specified otherwise in this ordinance and be approved by the City Arborist.
- (2) A tree preservation plan shall be part of the tree removal permit process and shall include:

- (a) a site tree survey

- (b) be approved prior to issuance of any demolition or building permits
- (c) become a part of the building permit process
- (d) show designation of the construction envelope
- (e) coordinate with the site grading plan
- (f) be posted on site before, during and remain until all construction is completed and final inspection is made
- (g) detail how trees will be protected during construction
- (h) be the responsibility of the general contractor to insure that all subcontractors adhere to the plan
- (i) provide a sufficient tree bank, if applicable

§ 157.05 Tree Protection on Demolition and/or Principal Structure Construction Sites

- (A) On sites where demolition and construction projects are permitted, all trees not approved for removal must be protected on site and in the parkway by protection fencing. Such fencing shall be secured by thin metal posts driven into the ground at 10 ft. intervals. The construction envelope for the site must be designated and any pruning to any tree to accommodate construction must be approved by the City and performed by a licensed, bonded, insured tree removal company under the direction of a certified arborist.
- (B) Site entrances and exits must be approved by the City.
- (C) Storage and supply areas must be included in plans and approved by the City.
- (D) Protection of trees shall include protection of all parts of the tree – the crown, trunk and root system:
 - (1) The crown area, its boughs and branches, shall not be damaged or broken by construction or tree removal equipment or building activities. No rope, wires, chains, or building materials shall be attached to any branch.
 - (2) The trunk shall not be damaged, cut, dented, banged, hammered into, or wrapped with wire or have any sign or attachments that may cause bark or the inner growth cambium area to be damaged. Nor shall any construction equipment or supplies be set against or secured to the trunk.
 - (3) The roots of trees shall be protected from trenching, cutting and crushing. No soil shall be added to or removed from the critical root zone unless authorized. No placement of vehicles, driven or parked, construction equipment, supplies, building materials, excess soil, waste, fill, debris, excavation clay or the like shall be placed in the critical root zone of protected trees. Harmful chemicals are not allowed in the critical root zone or in any area that could seep into the critical root zone.
- (E) Hazardous trees must be removed from the construction site prior to:
 - (1) Construction of the principal structure
 - (2) The issuance of temporary and/or final occupancy

§157.06 Site Tree Survey

A site tree survey is required with every tree removal application and with every tree protection plan for demolitions and/or construction of principal structure. The site tree survey shall be prepared by a certified arborist unless specified otherwise in this ordinance, and shall included graphics and texts depicting but not limited to the following:

- (A) A site scaled drawing showing lot dimensions and existing and proposed construction structures.
- (B) A list of all mature trees on the site indicating for each tree within the construction envelope and any trees 25 feet outside the envelope that require protection:
 - (1) its location on the site
 - (2) common name
 - (3) estimated height
 - (4) DBH or circumference
 - (5) critical root zone area
 - (6) estimated age
 - (7) health condition
 - (8) survival potential
 - (9) linear dimension from all utilities, buildings, driveways and impervious structures
 - (10) anticipated interference from other trees, retention areas, and water and sewer lines
 - (11) any other specifications required from time to time by a certified arborist.
- (C) Parkway trees and neighbor's trees within 15 feet bordering the site may be included if deemed necessary by the City Arborist to prevent damage to these.

§157.07 Tree Replacement Plan

A tree replacement plan shall be established for every demolition and construction of a principal structure where tree removal occurs or is planned, according to but not limited to, the following:

- (A) Tree removal is authorized by permit only unless otherwise stated in this ordinance.
- (B) Specifications for tree replacement must be submitted to the City and shall include proposed species, size and location.
- (C) All replacement trees on residential sites shall be healthy new trees with a minimum caliper of 3 inches or greater.
- (D) The total diameter of replacement trees when estimated at the 15 year maturity mark shall equal or exceed the total diameter of trees removed.
- (E) No prohibited trees shall be planted.
- (F) Significant tree species and those suggested by a certified arborist shall be encouraged to be planted.
- (G) No tree located in the public right-of-way shall be removed, unless by permit issued by the City, and all trees in the public right-of-way must be preserved by good forestry practices as described in the ISA Bulletin "*Protecting Trees During Construction*", and a replacement tree bank must be established for them in case of damage or loss.

§157.08 Tree Bank

A tree bank shall be established for City owned trees prior to demolition, construction, or the issuance of permits for each tree removed as part of the tree removal permit process, and as such, may be cumulative if multiple trees are removed.

A tree bank to be assessed as part of Section 157.07 shall be established to assure replacement costs for trees that are authorized to be removed and to provide potential replacement costs for all trees intended to be protected but are threatened by construction activities and may not survive the disturbance.

Tree bank funds shall be established based on the replacement cost, in accordance with the Tree Replacement Plan, Sections (C), (D), and (E), per a certified arborist and shall be retained by the City until the tree preservation/ tree replacement plans for that site are fulfilled as attested to by the certified arborist plus cost for arborist review of plans and other expenses associated with compliance, which may be more than one (1) year.

Tree bank funds shall be released to the owner upon fulfillment of the tree preservation/ tree replacement process as determined by inspection of the site by the certified arborist. Any escrow balance remaining from a tree bank shall be returned to the submitter of record unless otherwise determined by this ordinance.

Failure to provide the required tree bank escrow shall result in a stop work order on the site by the Building Commissioner or other authorized city representative.

§157.09 Penalty

- (A) Tree removal in violation of the permit process shall constitute a violation of this ordinance.
- (B) Tree damage, excluding acts of nature, shall constitute a violation of this ordinance.
- (C) Unauthorized tree removal shall constitute a violation of this ordinance.
- (D) Any person bound by this ordinance who violates any provision of this ordinance shall be fined no less than \$50.00 or more than \$500.00 for each violation.
- (E) In addition, any person bound by this ordinance who removes a tree without a city permit, shall be fined \$100.00 per diameter inch or the current replacement cost per inch as determined by a certified arborist based on nursery stock.
- (F) Each day that a violation exists shall constitute a separate offense.
- (G) Remediation shall be petitioned to the City.

Section Two. This Ordinance shall become effective from and after its passage, approval and publication as required by law.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF PALOS HEIGHTS, COUNTY OF COOK, STATE OF ILLINOIS, THIS 18TH DAY OF JULY, 2006 ON A MOTION MADE BY ALDERMAN BASSO, SECONDED BY ALDERMAN PHILLIPS, ON A CALL OF THE ROLL, VOTING AS FOLLOWS:

VOTE: 8

AYES: 8 – Prestinario, Kramarski, Basso, Fulkerson, Gnap, McGrogan, Phillips, Clifford

NAYS: 0

ABSENT: 0

I have reviewed this ordinance, and I agree to adhere to any guidelines laid out by the above ordinance.

Signature

Date