



800 Field Drive • Lake Forest, IL 60045  
 Phone 847.234.2600 x2 • Fax 847.615.4383  
[www.cityoflakeforest.com](http://www.cityoflakeforest.com)

## Tree or Vegetation Removal Checklist

Community Development Department

*To expedite reviews, please submit all of the following information:*

<input type="checkbox"/>	<b>CHECKLIST AND TREE PERMIT APPLICATION.</b> The following are required: <ul style="list-style-type: none"> <li>• Property owner's signature</li> <li>• Current City Landscaper license number</li> </ul>
<input type="checkbox"/>	<b>CURRENT, STAMPED PLAT OF SURVEY.</b> Survey should show entire property and the location of all trees proposed for removal. <ul style="list-style-type: none"> <li>• Please provide species, size and condition of each tree.</li> <li>• At the site, please place a ribbon on each tree proposed for removal.</li> </ul>
<input type="checkbox"/>	<b>MINIMUM PROCESSING FEE.</b> A minimum processing fee of \$40.00 must be submitted with the application. This amount will be deducted from any additional fees that may be required.
<i>NOTE: Tree trimming does not require a permit but should be done in accordance with Section 42-7 of the City Code.</i>	

*A permit or Board or Commission review may be required if the answer to any of the following questions is "Yes."*

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	The tree is 18" or larger in diameter when measured at 54" above the ground.
<input type="checkbox"/>	<input type="checkbox"/>	The tree is 10" or larger in diameter when measured at 54" above the ground and is located in the front yard or corner side yard. <div style="text-align: center;"> </div>
<input type="checkbox"/>	<input type="checkbox"/>	More than 6 trees, 4" or larger in diameter when measured at 54" above the ground, are proposed for removal.
<input type="checkbox"/>	<input type="checkbox"/>	The tree is in a Conservation or Tree Preservation Area or No Disturbance Area as established on the plat of subdivision, through a Special Use Permit or through other Board or Commission approvals.
<input type="checkbox"/>	<input type="checkbox"/>	A construction, landscape or hardscape project is underway or planned on the site. If so, what is the scope of the project? _____
<input type="checkbox"/>	<input type="checkbox"/>	The tree or vegetation is located in a ravine or on a bluff.
<input type="checkbox"/>	<input type="checkbox"/>	The tree or vegetation is located on the public right-of-way or other public property.



THE CITY OF LAKE FOREST  
 COMMUNITY DEVELOPMENT DEPARTMENT  
 800 FIELD DRIVE, LAKE FOREST, IL 60045  
 P: (847)234-2600 x2, F: (847)615-4383  
 WWW.CITYOFLAKEFOREST.COM

TREE REMOVAL PERMIT  
 APPLICATION #:  
 \_\_\_\_\_  
 DATE: \_\_\_\_\_

*For Tree or Vegetation Removal*

<b>PROJECT ADDRESS</b>	
<b>PROPERTY OWNER</b>	<b>PHONE</b>
<b>OWNER'S MAILING ADDRESS (IF DIFFERENT FROM ABOVE)</b>	
<b>PROPERTY OWNER'S EMAIL ADDRESS</b>	
<b>TREE REMOVAL CONTRACTOR</b>	
<b>CONTRACTOR'S MAILING ADDRESS</b>	
<b>PHONE</b>	<b>CELL</b>
<b>CITY OF LAKE FOREST LANDSCAPE LICENSE NUMBER:</b>	

**TOTAL NUMBER OF TREES PROPOSED FOR REMOVAL** \_\_\_\_\_  
*If more than 2 trees are proposed for removal, please use the following page for the additional trees.*

**TREE #1 --- LOCATION OF TREE**  
 Front Yard   Rear Yard   Corner Side Yard   Side Yard   Ravine/Bluff   Public Right of Way  
**DIAMETER OF TREE** (measured in inches at 54 inches above the ground) \_\_\_\_\_ **SPECIES** \_\_\_\_\_  
**REASON FOR TREE REMOVAL** \_\_\_\_\_  
**CIRCLE ANY OF THE FOLLOWING THAT APPLY TO THE TREE**  
 Immediate Danger   Hazardous Condition   Diseased   Dead   Conservation Area   Tree Preservation Area

**TREE #2 --- LOCATION OF TREE**  
 Front Yard   Rear Yard   Corner Side Yard   Side Yard   Ravine/Bluff   Public Right of Way  
**DIAMETER OF TREE** (measured in inches at 54 inches above the ground) \_\_\_\_\_ **SPECIES** \_\_\_\_\_  
**REASON FOR TREE REMOVAL** \_\_\_\_\_  
**CIRCLE ANY OF THE FOLLOWING THAT APPLY TO THE TREE**  
 Immediate Danger   Hazardous Condition   Diseased   Dead   Conservation Area   Tree Preservation Area

By signing below, as the Property Owner I agree and acknowledge that all work must be done in accordance with the City of Lake Forest Code and consistent with the approved plans. Further, I declare that all information submitted in support of the requested permit is true, accurate and complete. I understand that falsification of any information may result in fines and penalties as provided for in the Code.

Signature of Property Owner \_\_\_\_\_  
 Signature of Owner's Authorized Designee (must have Designee Form attached) \_\_\_\_\_  
 Printed Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

**FOR OFFICE USE ONLY:**

<b>MINIMUM PROCESSING FEE</b>	\$ _____	<b>TREE REMOVAL PERMIT FEE</b>	\$ _____
<b>TOTAL FEES DUE AT PERMIT ISSUANCE</b> \$ _____			
_____		_____	
<i>SIGNATURE OF DIRECTOR OR DESIGNEE</i>		<i>DATE</i>	



THE CITY OF LAKE FOREST  
COMMUNITY DEVELOPMENT DEPARTMENT  
800 FIELD DRIVE, LAKE FOREST, IL 60045  
P: (847)234-2600 x2, F: (847)615-4383  
WWW.CITYOFLAKEFOREST.COM

If more than two trees are proposed for removal, please use this form to describe the information about each additional tree.

**TREE #3 --- LOCATION OF TREE**

Front Yard Rear Yard Corner Side Yard Side Yard Ravine/Bluff Public Right of Way

**DIAMETER OF TREE** (measured in inches at 54 inches above the ground) \_\_\_\_\_ **SPECIES** \_\_\_\_\_

**REASON FOR TREE REMOVAL** \_\_\_\_\_

**CIRCLE ANY OF THE FOLLOWING THAT APPLY TO THE TREE**

Immediate Danger Hazardous Condition Diseased Dead Conservation Area Tree Preservation Area

**TREE #4 --- LOCATION OF TREE**

Front Yard Rear Yard Corner Side Yard Side Yard Ravine/Bluff Public Right of Way

**DIAMETER OF TREE** (measured in inches at 54 inches above the ground) \_\_\_\_\_ **SPECIES** \_\_\_\_\_

**REASON FOR TREE REMOVAL** \_\_\_\_\_

**CIRCLE ANY OF THE FOLLOWING THAT APPLY TO THE TREE**

Immediate Danger Hazardous Condition Diseased Dead Conservation Area Tree Preservation Area

**TREE #5 --- LOCATION OF TREE**

Front Yard Rear Yard Corner Side Yard Side Yard Ravine/Bluff Public Right of Way

**DIAMETER OF TREE** (measured in inches at 54 inches above the ground) \_\_\_\_\_ **SPECIES** \_\_\_\_\_

**REASON FOR TREE REMOVAL** \_\_\_\_\_

**CIRCLE ANY OF THE FOLLOWING THAT APPLY TO THE TREE**

Immediate Danger Hazardous Condition Diseased Dead Conservation Area Tree Preservation Area

**TREE #6 --- LOCATION OF TREE**

Front Yard Rear Yard Corner Side Yard Side Yard Ravine/Bluff Public Right of Way

**DIAMETER OF TREE** (measured in inches at 54 inches above the ground) \_\_\_\_\_ **SPECIES** \_\_\_\_\_

**REASON FOR TREE REMOVAL** \_\_\_\_\_

**CIRCLE ANY OF THE FOLLOWING THAT APPLY TO THE TREE**

Immediate Danger Hazardous Condition Diseased Dead Conservation Area Tree Preservation Area