



## Tree Removal Permit Application

PERMIT NO.

TAX KEY NUMBER

Date(s) of previous  
application(s) at this site:

PROJECT LOCATION

(Address)

Owner's Name

Mailing Address

Telephone

Contractor's Name

Mailing Address

Telephone

## PROPOSED TREE REMOVAL INFORMATION

## REQUIRED REPLACEMENT TREES

Tree Identifier (must match site plan)	Species (common name)	DBH	Reason for Removal	Intended Removal Date	Tree Identifier (must match site plan)	Species (common name)	Caliper min. (2")	Intended Replanting Date	Tree Reforestation Fund Payment

Reason For Request

## TREE SITE PLAN: ATTACHED OR ON BACK OF APPLICATION.

Show placement of and name species of all existing trees. Show location of each proposed tree to be removed (must match information listed above).

Show location of each proposed tree to be replaced (must match information listed above). Show location of all trees to remain.

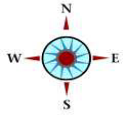
Describe how tree(s) slated for removal are identified for pre-inspection purposes.

I certify the above tree removal information is correct. I agree to plant the required replacement trees and/or to pay the required replacement fee, if any. I agree to comply with the Village of Williams Bay Municipal Code, section 331-2, regarding tree removal. I understand that failure to adhere to any portion of this particular code during or after tree removal may cause for permit revocation, and fines and penalties to be assessed.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tree Removal Fee Charged \$	APPROVAL CONDITIONS	PERMIT ISSUED BY MUNICIPAL AGENT
RECEIPT INFORMATION		
Check		
Amount		
Date		Name
From		Date
		Certification

## TREE SITE PLAN



Show placement of and name species of all existing trees.

Show location of each proposed tree to be removed (must match information listed on front of application).

Show location of each proposed tree to be replaced (must match information listed on front of application).

Show location of all trees to remain.

Describe how tree(s) slated for removal are identified for pre-inspection purposes.

## Natural Resource Conservation Ordinance Guidelines

**Tree Removal Permits are required for all PROTECTED TREES, which are:**

- Any tree eight inches or more in DBH;
- Trees of any size located on any Village owned property;
- Trees of any size planted as part of an approved landscaping plan;
- Trees of any size located within the shoreland set-back area; and
- Trees of any size designated as a Landmark Tree.

**Compliance with the Tree Mitigation Policy is required for the removal of all PROTECTED TREES, regardless of whether a waiver of the permit fee has been granted.**

- Each protected tree removed must be replaced on the same lot within 3 months, or at the start of the next planting season, whichever is sooner;
- Each replacement tree must measure at least 2" in caliper;
- Each replacement tree must be maintained for 3 years; and
- If replacement fees can't be planted on the same lot, a tree removal replacement fee must be paid PRIOR to the removal of any protected trees.

**Tree Removal Permits cost \$50.00 for the removal of the first 1-5 trees, plus \$10.00 each additional tree removed. A waiver of the permit fee may be granted for the following:**

- Trees removed in licensed or governmental tree nurseries;
- Trees removed during emergency conditions such as a tornado or other natural disasters;
- Trees removed by the Village from Village owned properties; and
- Trees removed that are confirmed nuisance trees, i.e. Box Elder, Buckthorn, Cottonwood, Silver Maple and Willow.
- A donation in the amount of \$250.00 to the Friends of Kishwaukee Nature Conservancy for each tree not being replaced.

**The removal of more than 30% of the existing trees on a lot ("clear cutting") requires approval through a Conditional Use Permit or Planned Development zoning.**

**Tree Protection during construction and development shall be conformed to as follows:**

- BEFORE beginning any site preparation, a "Disturbance Boundary Line" shall be maintained throughout the duration of the project. This line shall mark-out all areas of proposed land disturbance by a continuous, minimum 2" wide painted line.
- Protective barriers, such as fencing, shall be placed at the DRIP LINE around all protected trees which are not to be removed, and which might be damaged through the proposed land disturbance.
- Signage shall be installed to supplement the marking of the Disturbance Boundary Line.
- Within the drip line:
  - The grade shall not be raised or lowered more than one inch;
  - There shall be no stockpiling, storage of materials, or discharge of contaminants; and
  - There shall be no movement of construction equipment or vehicles.
- No attachments shall be made to any protected trees which are not to be removed.

**FAILURE TO OBTAIN A PERMIT WILL RESULT IN DOUBLING THE INITIAL COST**