



## **New Tree Preservation Ordinance Law Requires Permits for Removing Trees on Private Property**

### **FREQUENTLY ASKED QUESTIONS**

#### **When does the new law take effect?**

- The new law is effective beginning Tuesday, August 1, 2023. Tree Removal Permit application forms are available on-line at [www.cityrm.org](http://www.cityrm.org), or at the Community Development Counter in City Hall.

#### **Where do I apply?**

- Permit applications must be submitted to the Community Development Department, 3600 Kirchoff Road, Rolling Meadows, Illinois. On-line permit submittal coming soon. Refer to the City's website for updates.

#### **How much do tree removal permits cost?**

- There is no application or permit fees, however owners must plant new "Replacement Trees" (2" caliper) as directed by the City when the trees being removed total 24" or more in Diameter at Breast Height (DBH), or pay a "Fee in Lieu" of planting trees on the property if authorized by the City Forester. The fee in lieu must be paid prior to the issuance of the permit. Replacement Trees are to be planted at a time of year directed by the City Forester, but not later than 12 months from the date the permit was issued to avoid penalties.

#### **Who reviews my permit application?**

- Permits will be reviewed and acted upon by Graham Strebler, City Forester in the Public Works Department.

#### **Do all tree removals require a permit?**

- Trees on residentially zoned properties having a single-family home on less than 20,000 square feet do NOT require a permit unless the trees that are being removed individually or collectively total more than 40" in diameter.
- Tree removals on all other properties require a permit, except in the following instances:
  - a. The removal of "Non-Protected Trees" do NOT require a permit, although confirming the species of a tree with the City Forester is recommended if you want to be sure. Non-Protected Trees that do not require a permit include Tree

of Heaven, Box Elder, Mulberry, Blue and White Spruces and other Pines (excluding White Pine), Willows, Buckthorn, and Siberian Elm.

- b. The City Forester can authorize tree removal without a permit and without replacement requirements if the tree being removed is a safety hazard, for trees that are diseased or in poor condition, for trees that are invasive, in emergency situations, and other situations as deemed necessary by the City Forester. The City Forester is responsible for making these determinations upon request of the property owner.

### How do I determine the diameter of a tree?

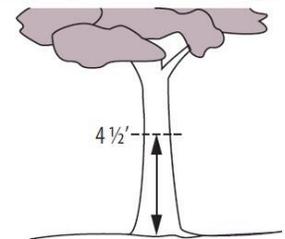
- The new law defines the size of the tree as “diameter at breast height” or DBH, which can be measured following the procedure below.

### Measuring Single Trunk Trees on Level Ground

Diameter at Breast Height (DBH) can be measured quickly with a specially calibrated diameter tape, often referred to as a d-tape, that displays the diameter measurement when wrapped around the circumference of a tree. If you don't have access to a d-tape, you can find the diameter of the tree using a string, a measuring tape, a thumbtack, and a calculator.

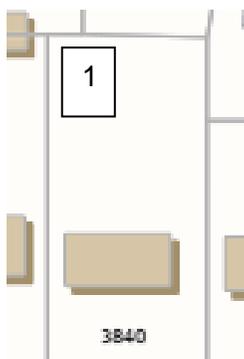
1. With the measuring tape, measure 4.5 feet up the trunk of the tree from the ground. Use a thumbtack to mark the height on the tree.
2. Wrap your string around the tree trunk at 4.5 feet. Make sure the string is straight and tight around the trunk, and mark or cut the circumference on the string.
3. Measure the length of string to get the circumference of the tree.
4. Convert the circumference measurement to diameter by dividing the circumference by pi (3.14).

Measuring Tree Size for Existing Trees



### What other information is required on the tree removal permit application?

- Property owner and contractor names and contact information, number, size and species of trees being removed, and reason for removal. Identifying the location(s) of the trees being removed on your plat of survey or on a google earth picture of your lot will speed the review process. Plats of survey are included in all property sales documents, so check your mortgage or property purchase documents. If you can't find one, use the following mapping application to find an outline of your property address as shown below (<https://communitymapviewer.gisconsortium.org/RollingMeadowsIL>), or print a copy of your property using Google Maps and use that to provide the locations of the trees you'd like to remove. An example is provided below. The location of Tree Number 1 is shown on the property, and then referenced in the table that is included on the application.



Tree #	Type of Tree	Single or Multi Trunk	DBH (1)
1	Oak	Single	12"
2			
3			
4			
5			
Attach more sheets for >5 trees being removed			

(1) Diameter at Breast Height, which is 4.5' above the ground. Follow these steps to measure DBH

**Am I required to replace trees that I remove?**

- Yes. For tree removals equaling more than 24". One (1) Replacement tree per 24" removal of Protected Trees. Unless authorized otherwise, replacement trees must be planted on the property where the trees were removed, and must have a minimum trunk size of 2" in caliper.

**I'm removing trees to do an addition or making other improvements on my property and don't have room for more trees. What do I do?**

- If the City Forester agrees that trees cannot be replaced on the property, a payment in lieu of fee may be authorized if warranted equal to \$300 per every 12" of trees removed. This fee must be paid to the City before the Tree Removal Permit is issued, or any other permit for work on the site is issued.

**What happens if I don't get a permit?**

- Penalties for removing trees without a valid permit issued by the City Forester may be assessed as indicated below in addition to possible additional penalties for repeat offenders.

Tree replacement formula	1 tree per every 3" removed
Minimum replanting requirements	1 tree per every 3" removed
Penalty for unauthorized removal	\$500 per tree < 24", \$1,000 per tree 24" and larger
Fee in lieu of replanting	\$1,000 per tree