



Permit Number _____

For Office Use Only

Property Information

Address		
Subdivision		Zoning

Property Owner Information

Type of Property

Name		<input type="checkbox"/> Commercial <input type="checkbox"/> PUD Common Area* <input type="checkbox"/> Vacant Parcel <small>*Homeowner's Association Approval Required.</small>
Address		
City/State/Zip		
Phone #		
Email		

Licensed Contractor Information (All contractors must obtain a Village of Schaumburg Contractor's License)

Company Name	
Address	
City/State/Zip	
Phone #	
Email	

Permit Applications must be accompanied by a property survey, site plan or aerial map of the tree location(s). Tree identification required. All trees must be identified by a tag or marker indicating the tree number, and their location shall be noted on the site plan or map submitted. There is no fee associated with this permit or application approval.

Applicant's Printed Name _____

Company _____

Phone Number _____

Email Address _____

Signature _____

Your signature indicates your comprehension and acknowledgment of all application information

TREE INFORMATION

Applicant is requesting approval to remove the following tree(s) for the reason(s) noted:

TREE 1

Tree Type and Size/Caliper: _____

Address and Tree Location: (front, side, rear) _____

Reason for removal: Safety Diseased Dead Forestry Invasive

Condition of tree: Excellent Good Fair Poor Dead

For Office Use Only Replacement : _____

TREE 2

Tree Type and Size/Caliper: _____

Address and Tree Location: (front, side, rear) _____

Reason for removal: Safety Diseased Dead Forestry Invasive

Condition of tree: Excellent Good Fair Poor Dead

For Office Use Only Replacement : _____

TREE 3

Tree Type and Size/Caliper: _____

Address and Tree Location: (front, side, rear) _____

Reason for removal: Safety Diseased Dead Forestry Invasive

Condition of tree: Excellent Good Fair Poor Dead

For Office Use Only Replacement : _____

TREE 4

Tree Type and Size/Caliper: _____

Address and Tree Location: (front, side, rear) _____

Reason for removal: Safety Diseased Dead Forestry Invasive

Condition of tree: Excellent Good Fair Poor Dead

For Office Use Only Replacement : _____

TREE 5

Tree Type and Size/Caliper: _____

Address and Tree Location: (front, side, rear) _____

Reason for removal: Safety Diseased Dead Forestry Invasive

Condition of tree: Excellent Good Fair Poor Dead

For Office Use Only Replacement : _____

Attach additional sheets as needed

TREE REMOVAL PERMIT INSTRUCTIONS

Parkway tree removal (generally located between the street and sidewalk) and pruning requests shall be made to the Engineering & Public Works Department. Call 311 or go to www.villageofschaumburg.com and submit a Customer Service Request for all parkway tree removals and pruning requests.

THE TREE REMOVAL PERMIT APPROVAL PROCESS INVOLVES THE FOLLOWING STEPS:

1. **Submittal of Application.** Submit the attached application at Community Development Department in person, by mail or by fax.
 - a. A property survey, site plan or aerial map of the tree location(s) shall be included with the application.
 - b. If trees are located on property within the jurisdiction of a homeowner's association or multiple-family planned unit development, a written letter of approval from the homeowner's association or property manager is must also accompany the application.
2. **No payment required.** There is no fee associated with this permit or application approval.
3. **Staff Review and Approval.** The application will be reviewed by the Community Development Department within seven (7) working days. An inspection on the subject tree(s) will take place and the applicant will be notified of the approval or denial. If approved, the permit will be issued. Any required replacement of plant material will be noted on the approved permit. Replacement material shall be installed within twelve (12) months of permit issuance.
4. **Contractors.** All contractors must obtain a Village of Schaumburg Contractor's Business License before the permit can be issued.
5. **Call J.U.L.I.E.** Before excavating, grading, stump grinding or any other work below the surface of the ground, the applicant is responsible for notifying J.U.L.I.E. at 1.800.892.0123, and any other appropriate utilities, to secure location of any underground public utility facilities.
6. **Tree Identification Required.** All trees must be identified by a tag or marker indicating the tree number and their location shall be noted on the site plan or map submitted with the application.
7. **Follow-up Inspections.** In cases where replacement material is required, a follow-up inspection will be conducted to verify compliance.