



# Parkway Tree Planting Application

*Valid for 90 Days from Approval*

**STEP 1:** Utilities need to be located and marked prior to submission of permit application. To do this:

**CALL J.U.L.I.E. BEFORE YOU DIG – 811 or 800-892-0123 or submit an online request.**

Do you have an underground dog fence, irrigation system, or anything else in the parkway that we should be aware of?  
Yes \_\_\_ No \_\_\_

**STEP 2:** Complete this permit application.

Project Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Owner of Property: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address of Property Owner: \_\_\_\_\_  
Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_

I hereby apply for permission to plant (number) \_\_\_\_\_ tree(s). No more than two trees can be planted, per season, at any residence. **In order to qualify for this program, all trees must be planted on public property, in the parkway, or within the right of way. Tree planting can only take place prior to June 15<sup>th</sup>, or after September 15<sup>th</sup>.**

Name of firm or person who will do the work: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**STEP 3:** Provide a simple drawing of the lot, showing driveway and proposed tree location.

**STEP 4:** A parkway review by the Village will assess the area to make sure that the following guidelines are adhered to:

- Trees do not conflict with existing utilities
- Minimum distance of 40 feet from the intersection
- Trees are located at least 40 to 50 feet from any other tree
- Trees are at least 40 feet from an overhead light
- Adequate area for a tree to grow healthy

If permission is granted, I hereby agree that work will be done in accordance with the ordinances of the Village of Richton Park and the requirements and conditions set forth in the **Village of Richton Park tree planting standards.**

**If you have questions about the tree program, please call the Public Works Department at 708-481-8950 EXT. 147.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE:**

*This permit is hereby approved and all work is to be done in accordance with the applicant's approval plan, applicable ordinances, specifications and regulations of the Village of Richton Park governing said work, and the following:*

Conditions and/or Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Have the proposed planting locations been marked and JULIE locates completed prior to submitting permit application? YES \_\_\_ NO \_\_\_

## 50/50 Tree Replacement Program

Any tree planted under this program, must be pre-approved through a permit application. Applications are available at Village Hall, or on line at the Village web site at, [www.richtonpark.org](http://www.richtonpark.org). Once the application has been received, Public Works will do an inspection of the proposed planting location, to determine the following:

- Trees do not conflict with existing utilities
- Minimum distance of 40 feet from an intersection
- Trees are located at least 40-50 feet from any other tree
- Trees are at least 40 feet from an overhead street light
- Adequate are for a tree to grow healthy

No more than two trees can be planted, per season, at any residence. **In order to qualify for this program, all trees must be planted on public property, in the parkway, or within the right of way. Tree planting can only take place prior to June 15<sup>th</sup>, or after September 15<sup>th</sup>.**

Once approved, the applicant should visit any local nursery, and purchase the tree(s) of their choice, 2.5" diameter or larger, from the provided list of acceptable parkway trees. The species listed are selected to minimize sewer problems, and to promote healthy, low maintenance, and hardy trees, able to survive the regional climate and conditions. The applicant must obtain in writing, a one-year written guarantee from the nursery, for 100% replacement for one year from the date of purchase. The applicant should then pay the full amount of the invoice, and have the tree planted. The Village prefers the nursery to plant the tree, to insure proper planting. If the resident plants the tree, they need to assure that the one year guarantee is not voided. **J.U.L.I.E. must be called prior to planting, to locate any utility lines in the area. Call before you dig-811 or 800-892-0123.**

Once the tree(s) has been planted and paid in full, the resident should bring in, or mail, the reimbursement form, the receipt, and a copy of the one year guarantee. The Village will then inspect to certify the following:

- The tree was planted
- The species selected was one of those listed as acceptable
- The tree is 2.5" diameter or larger, measured 6" from the top of the root ball.
- The tree is planted in the approved location

Once the Village inspects the parkway and certifies that the four (4) requirements have been met, the resident will be reimbursed for 50% of the cost of the tree, including planting and delivery, up to the maximum of \$200.00 per tree. The resident will receive a check in the mail.

It is the intent of the Village to diversify the tree species within our urban forest. The following list of trees has been established as trees that are relatively disease and insect free, few or no litter problems, noninvasive root systems, and durable enough to withstand parkway conditions. There are many other tree species that may work within the parkway, and if you wish to discuss these with Public Works, please call 708-481-8950, EXT 147. We encourage the residents to consult with the nursery about mature height, spread, and look of the various species, when making your selection.

- Ginkgo ( male only)
- Common Hackberry
- Thornless Honey locust
- Hornbeam- American
- Hornbeam-European Fastigiate
- Kentucky Coffee Tree
- Lilac- Japanese Tree Ivory Silk
- Linden- Little Leaf
- Linden- Sterling Silver
- London Plane Tree
- Maple- State Street
- Oak- Bur
- Oak- Chinquapin
- Oak- English
- Oak- Northern Red
- Sweetgum- Moraine
- Tulip Tree
- Zelkova- Green Vase
- Zelkova- Halka



## Tree Replacement Reimbursement Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Cost of tree, including delivery, installation, etc.: \_\_\_\_\_

**PLEASE ATTACH A COPY OF OUR RECEIPT**

Type of tree: \_\_\_\_\_

Date of installation: \_\_\_\_\_

Signature: \_\_\_\_\_

**PLEASE ATTACH A COPY OF THE ONE YEAR GUARANTEE.**