



# Village of Round Lake Building Department

442 N. Cedar Lake Road Round Lake, IL 60073  
Ph. 847-546-0963 Fax 847-546-1872  
www.eroundlake.com

---

## **TREE REMOVAL REGULATIONS** **CALL THE BLDG. DEPT. AT 847-546-0963 FOR INSPECTIONS**

Building permit expires six months from the date of issuance on the permit. However, if tree replacement mitigation is required, additional time will be granted for the planting season.

Call JULIE at 1-800-892-0123 for location of utilities prior to digging.

No change to the approved plans is authorized without prior written approval by the Director of Public Works and only the trees indicated on the attached plans are authorized for removal by the issuance of this permit.

### **Permit application Checklist:**

1. Submit to the Round Lake Building Department for review:
  - o Tree removal permit application (attached).
  - o One copy of the plat of survey locating tree(s) to be removed.
  - o Homeowners Association approval letter if applicable.

### **Conditions of permit – no fee or mitigation required:**

1. Permit is valid for 30 - 180 days only.
2. Final inspection required when tree(s) have been removed.

### **Condition of permit – fee and mitigation required:**

1. Plan reviews and mitigation will be determined by the Building Department. Owner's approval signature is required when mitigation has been determined.
2. Inspection required when tree(s) have been removed.
3. Final inspection required when new replacement tree(s) are planted.
4. Permit will be closed out when trees have been planted or mitigation fee is paid.
5. Fall planting season shall be from October 1<sup>st</sup> to December 15<sup>th</sup>.
6. Spring planting season shall be from March 15<sup>th</sup> to May 15<sup>th</sup>.

It is the contractor's and ultimately the owner's responsibility to know the village code provisions. The owner or his agent is responsible for all permitted work to be in compliance with village codes. Failure to identify any trees not in compliance with the village code during plan review does not relieve the owner of the obligation to achieve full village code compliance. The Code Official cannot list all code sections on the drawings or documents.



# VILLAGE OF ROUND LAKE

442 N. Cedar Lake Rd.  
ROUND LAKE, IL 60073

Phone: (847) 546-0963

Fax: (847) 546-1872

[www.eroundlake.com](http://www.eroundlake.com)

FOR OFFICE USE ONLY

Permit #:

PERMIT EXPIRES IN SIX (6) MONTHS

## TREE REMOVAL APPLICATION FOR PERMIT

<b>PROPERTY ADDRESS:</b>			
		PIN:	
		TOWNSHIP:	
<b>PROPERTY OWNER NAME:</b>		<b>PROPERTY OWNER PHONE:</b>	
		H:	
		C:	
<b>SPECIFICATIONS:</b>			
LOCATION:	DIAMETER (DBH):	SPECIES:	CONDITION:
REASON FOR REMOVAL:			
<b>CONTRACTOR INFORMATION:</b>			
NAME:		TELEPHONE NUMBER:	
ADDRESS:			

### NOTICES

**Statement of Fact:** I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of fact (whether intentional or not) in this application or any other required document, as well as any misleading statement or omission, may be cause for revocation of permit, regardless of how or when discovered. I certify that I have done my due diligence to determine that I do need to submit a tree removal application. I have marked the trees for identification. **Statement of Compliance with Village Code:** I agree to comply with the Village of Round Lake Tree Ordinance. I understand that submitting an application does not entitle me to a permit, and I must have the permit in hand before beginning any work. Removal of tree(s) PRIOR to permit approval and issuance will result in the property owner receiving a fine.

Signature of Owner/Agent \_\_\_\_\_

Address/City/State/ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE	PERMIT APPROVAL
SIGNATURE: _____	
TOTAL FEES:	\$ _____