



# VILLAGE OF LINCOLNWOOD

6900 Lincoln Ave. | Lincolnwood, IL 60712 | Phone: 847-673-7402

[www.lincolnwoodil.org](http://www.lincolnwoodil.org) | [commdev@lwd.org](mailto:commdev@lwd.org)



## Tree Removal Handout

Pursuant to chapter [14.17.1 through 14.17.14 of the Lincolnwood Village Code](#), a permit is required whenever you remove an existing tree with an eight (8) inch diameter or greater size. This measurement occurs at four and one half (4 1/2) feet above grade. If you are unsure of the diameter of a tree you wish to have removed, the Village Arborist will officially measure the tree after an application has been submitted.

An application must be submitted through our online portal at [lincolnwood.onlama.com](http://lincolnwood.onlama.com) (you can also access the portal by scanning QR code above). You will need to apply an “Tree Removal” permit and will need to include the following information:

The online permit application must include the following information:

- Homeowner Information including name, address, telephone number and email address
- Contractor Information: If contractors have not been selected at the time of application submitted, please note that a permit will not be issued until all contractors have been identified and registered with the Village.
- Valuation for the tree removal with a detailed and enumerated proposal(s) from all contractors for all work with cost breakout, signed by the owner and contractors, scanned in pdf and uploaded – refer to [Illinois 815 ILCS 513/15 Section 15](#)

Additional documents that may be required with this online application:

- [Homeowner as Contractor](#) affidavit if qualified to perform the work. If the Homeowner is acting as the general contractor, we will also require documentation showing the cost of all materials used for their portion of the work.
- All contractors will need to be registered with the Village and have active, valid Contractor’s Licenses.
- All subcontractors will need to provide a separate letter of intent (unless the Homeowner is the general contractor, in which case, we will need the actual signed contract from each subcontractor)

As a part of the application, you will be required to upload one (1) scanned pdf copy of a recent [dated within five (5) years] legal plat of survey (**not** a Google Earth image, sketch or a site plan) showing the location of all trees located on the property. Identify the trees having an eight (8) inch diameter or greater trunk size. Include the species of the tree.

Per Village of Lincolnwood ordinance for Site Management chapter 14.15.10(M) Permissible hours of construction:

Monday through Friday: 7:00 am to 6:00 pm

Saturday: 7:00 am to Noon

Sunday: Construction prohibited

When removing a tree, it shall be determined by the Village Manager (or their designee) what the tree replacement obligation is. If it is determined that a fee is required to remove a tree, that fee is calculated based on the diameter of the tree(s) to be removed, at the rate of a base fee of \$65 per tree plus \$150 per diameter inch of the tree(s) to be removed.