

The Village of The Hills
“Policy and Procedure for the Maintenance and Removal of Trees and Other
Landscaping on Property Owned by the Village”
Adopted July 9, 2009

A. Purpose:

The Village benefits from a large numbers of trees and natural landscapes which add to the aesthetic beauty of the community, help clean the air and provide visual and noise barriers. The purpose of this policy and procedure (“Policy”) is to provide guidelines for the maintenance and removal of trees and other landscaping on Village owned properties including, but not limited to,: parks, rights-of-ways, greenbelts and boulevards (collectively “Village Property”). Maintenance of trees and landscaping includes planting, trimming, pruning, shaping and or removal of trees or other landscaping for any purpose.

The Village respects the interests of neighbors and adjacent property owners in preserving views and privacy and is prepared to consider proposals for the maintenance of trees and landscaping on Village Property.

Through this Policy the Village also recognizes the value of dead trees that provide soil retention, drainage benefits, wildlife protection or are used by birds as perches, and trees that have historic significance to the Village.

B. Policy:

1. This Policy applies to trees and landscaping in parks and all other Village Property.
2. No person shall provide maintenance, cut or remove a tree(s) or landscaping upon Village Property without first obtaining a written permit (Form A) from the Village.
3. For the purpose of this Policy, tree removal shall not include tree topping and pruning under power and utility lines, or pruning of trees located within visual traffic safety areas.
4. For the purpose of this Policy, tree removal permits shall be required for all trees having a trunk six inches or more in diameter, measured four feet in height above the ground level. The removal of smaller trees by Village personnel shall not require a permit.

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- A. Trees in parks may only be removed following approval of the Park Commission unless the trees are deemed by the Village Administrator to be an immediate hazard to workers or park users
- B. Trees and landscaping may be removed, thinned or shaped in parks, on rights-of-ways, in greenbelts and boulevards and on other Village Property by employees of The Village of The Hills, or by contractors working for The Village of The Hills if the subject trees are:
- Dead;
 - Diseased;
 - Storm damaged;
 - In danger of falling;
 - A hazard to traffic;
 - Interfering with utilities;
 - Where annual pruning is required to promote growth or maintain the tree shape; or
 - Where the Board of Aldermen authorizes the removal of a tree
5. Property owners may apply to the Village to remove, thin or shape trees on Village Property. Such applications may be subject to a consultation process with other affected property owners and may also include a consideration of alternatives. Applications must be submitted on ‘Form A’, attached to this Policy.
6. Developers of property may apply (Form A) to the Village for permission to remove temporarily a tree that is on Village Property, for the purpose of enabling access to the property during construction. Trees that are removed under this circumstance shall be replaced upon completion of the project in the same location or at another location agreed to by Village
7. ‘Tree replacement’ may be a requirement of any approval by the Village to permit the removal of a tree from Village Property. The Village will approve the species of replacement trees. Applicants’ responsibility for the successful planting of replacement trees, including replanting if required, will continue for two years following the planting. Upon request of an applicant, when approved by the Village, replacement trees may be located on Village Property other than the lands from which the tree (or trees) was removed.

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8. Where applicable, applicants are responsible for all costs associated with the removal of a tree, including the clean-up and disposal of the tree and resulting debris, and, any damage resulting to adjacent trees or property. Applicants are also responsible for all costs associated with the replacement of a tree if so required.
9. Any person who damages a tree or landscaping on Village Property shall be liable for all costs associated with the repair or replacement of the damaged tree. The Village will proceed civilly to recover any such costs and will file appropriate criminal charges if any tree is damaged intentionally.
10. The Village encourages property owners to protect significant stands of trees and historic trees and is prepared to consider any proposal that will ensure the preservation of such trees on private lands.
11. Wildlife trees and snags should be protected and maintained for the benefit of birds and other wildlife.

C. Procedure:

1. The Village Administrator is responsible for the administration of this Policy. He/she shall refer applications for tree removal to the Park Commission, to other Village personnel, and to external agencies, for action and comment, as appropriate.
2. Applications, ‘Form A’, to remove, thin, prune or shape trees or landscaping for view or other purposes will be reviewed by the Village Administrator and Park Commission as applicable. The following criteria will be considered in approving and disapproving applications:
 - A. Reasons or purpose for the tree removal or other action
 - B. Location of the tree(s)
 - C. Wildlife values of the tree(s) identified
 - D. Historic value of the tree(s) identified
 - E. Species of the tree(s) identified

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- F. Current photo(s) of subject tree(s) and the area effected
 - G. Results of consultation with neighbors: (names and addresses of neighbors and a brief summary of comments received)
 - H. Alternatives proposed including location and species of trees that are proposed as replacement trees
 - I. Long term impact on subject trees and the immediate area
 - J. Remedial actions or measures to be taken to protect trees those are to remain standing
 - K. In the case of trees to be removed, the arborists report and recommendations
 - L. Estimated costs for tree removal or maintenance.
3. Applicants may be required to provide a cash bond equivalent to 125% of the estimated cost of the project including the cost of any replacement trees required.
4. Contractors hired to maintain, remove or replace trees and landscaping on Village Property must fully comply with safety standards and procedures and have a current insurance policy in the amount of \$1,000,000 (one million dollars) liability with the Village of The Hills named as an additional insured party.

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FORM “A” TO POLICY AND PROCEDURE (PAGE 1)

NAME OF APPLICANT: _____

ADDRESS OF APPLICANT: _____

PHONE NUMBER: _____ DATE: _____

1. REASONS FOR THE TREE REMOVAL OR OTHER ACTION:

2. LOCATION OF THE TREE(S):

3. DRAINAGE, WILDLIFE, OR HISTORIC VALUES OF THE TREE(S) IDENTIFIED:

4. SPECIES OF TREE(S) IDENTIFIED:

5. CURRENT PHOTO(S) OF SUBJECT TREE(S)/LANDSCAPING AND MAP OF THE
AREA AFFECTED (TO BE ATTACHED)

6. ALTERNATIVES PROPOSED INCLUDING LOCATION AND SPECIES OF TREES
THAT ARE PROPOSED AS REPLACEMENT TREES:

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7. REMEDIAL ACTIONS OR MEASURES TO BE TAKEN TO PROTECT TREES THAT ARE TO REMAIN STANDING:

8. RESULTS OF CONSULTATION WITH NEIGHBORS:

(NAMES AND ADDRESSES OF NEIGHBORS AND A BRIEF SUMMARY OF COMMENTS RECEIVED: (ATTACH ADDITIONAL SHEETS IF NECESSARY))

9. ESTIMATED COST AND PERSON/ENTITY WHO WILL PAY FOR ACTION.

SIGNATURE OF APPLICANT

Village of The Hills Processing Information

Date Received: _____

Reviewed By: _____

Recommendation:

Approved By:

Requester Notified of Decision:
