



1050 West Romeo Road • Romeoville, IL 60446  
Phone: (815) 886-7200 • Fax: (815) 293-0397 • [www.romeoville.org](http://www.romeoville.org)

# PROPOSAL FOR PARKWAY TREE PROGRAM



**Proposals due by:**

Friday, August 31, 2018, 2018 at 5 p.m.

**Any questions regarding the program or the proposal process should be directed to:**

Eric Bjork, Public Works Director at [ebjork@romeoville.org](mailto:ebjork@romeoville.org)

**Please return proposals to:**

Eric Bjork, 1050 West Romeo Road, Romeoville, IL 60446 or [ebjork@romeoville.org](mailto:ebjork@romeoville.org)

# PROPOSAL REQUIREMENTS

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The Village of Romeoville offers a Parkway Tree Replacement Program, which is a cost sharing program between residential home owners and the Village. A copy of the full program is attached.

It is the intent of the Village to partner with a landscaper for this program. Following are highlights, as well as a copy of the full program.

- Homeowners will be required to complete the application, which will be sent to our Public Works Department to review that the tree location and tree selection meets Village requirements. Once the application is approved by Public Works, it will be sent to the landscaper for installation in the approved location.
- The landscaper will be provided the requests individually as the Village receives and approves them. The landscaper shall plant the individual trees within one month of receipt of the request, except that trees shall not be planted between June 15 and September 1.
- The landscaper can expect to make a number of phone calls or site visits with the individual residents to coordinate proper tree placement or to receive payment. The Village will at no time intervene in this regard. The landscaper shall make initial contact with the individual residents within two weeks of receiving the requests to acknowledge receipt to the request and to inform the residents of the approximate timetable for planting.
- The Village will pay 50% of the cost up to a maximum of \$75 per tree. Any remaining costs shall be paid by the resident. The Village will collect the fees from the residents.
- The landscaper shall install trees based on the application and guidelines presented. The landscaper shall invoice the Village monthly for all trees installed.
- The contract will be for one year and can be extended annually for a total contract term not to exceed three years, wherein the prices per tree will increase 5% annually during that term.
- The landscaper will accept requests from the Village until October 1. Any requests after October 1 can be planted that fall at the discretion of the landscaper. Any trees requested after October 1 that are not planted that fall shall be planted by May 1 of the following year, and the 5% escalation costs will be added to the price. At the end of the contract term, the Village reserves the right to request the contractor to plant any trees requested by December 1 to be planted by the following May 1 with the 5% escalation costs added to the price, or the Village can have the trees planted under the terms of the new contract.

Interested landscapers shall provide costs for each tree on the Proposal Submittal Form.

**Note:** All trees will be a minimum of three (3) inches in caliper and approximately eight (8) feet in height. Trees will also have a one-year warranty.

**Proposals due by:** Friday, August 31, 2018, 2018 at 5 p.m.

**Any questions regarding the program or the proposal process should be directed to:** Eric Bjork, Public Works Director at [ebjork@romeoville.org](mailto:ebjork@romeoville.org)

**After completing the proposal submittal form, please return to:** Eric Bjork, Public Works Director, 1050 West Romeo Road, Romeoville, IL 60446 or [ebjork@romeoville.org](mailto:ebjork@romeoville.org). Please include proposal form and warranty information.

# DESCRIPTION OF WORK

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TREE PLANTING involves the delivery and transport, hole excavation, planting, backfilling, mulching, and watering of tree species depicted within the document, and grown exclusively by the successful proposer. This proposal is for a contract of one year at a fixed pricing. All trees will be a minimum of three (3) inches in caliper and approximately eight (8) feet in height.

## EQUAL PAY ACT

The successful CONTRACTOR and all subcontractors thereof, shall at all times comply with the provisions of the Illinois Equal Pay Act of 2003, 820 ILCS 112/1, et seq.

## INSURANCE

(A) During the term of the contract, the CONTRACTOR shall maintain for the duration of the contract, including warranty period, insurance purchased from a company or companies lawfully authorized to do business in the State of Illinois such insurance as will protect the Contractor from claims set forth below which may arise out of or result from the CONTRACTOR'S operations under the contract and for which the Contractor may be legally liable, whether such operations be by the Contractor or Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

1. Comprehensive General Liability - \$100,000 per occurrence and shall include coverage for products and completed operations liability, independent CONTRACTOR'S liability, and coverage for property damage from perils of explosion, collapse or damage to underground utilities; the general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000, or a project/contract specific aggregate of \$1,000,000
2. Liability – Any one accident the amount shall be \$100,000 on any CONTRACTOR owned, and/or hired, and/or non-owned motor equipment engaged in operations within the scope of this contract; combined single limit 2,000,000
3. Workers Compensation – covering all liability of the Contractor arising under the Worker's Compensation Act and Workmen's Occupational Disease Act; Employers Liability \$600,000 with a 1,000,000 single limit (the policy shall include a 'waiver of subrogation'); and
4. Owners and CONTRACTORS Protective Liability \$1,000,000 Combined be no less than \$2,000,000.00 on a project aggregate.
5. Umbrella Coverage - \$2,000,000.00.

(B) The CONTRACTOR shall furnish to the VILLAGE satisfactory proof of coverage of the above insurance requirements, by a reliable company or companies, before commencing any work. Such proof shall consist of certificates executed by the respective insurance companies and filed with the VILLAGE. Said certificates shall contain a clause to the effect that, for the duration of the contract, the insurance policy shall be canceled, expired or changed so as to the amount of coverage only after written notification 30 days in advance to the VILLAGE. In addition, said certificates shall list the VILLAGE and its officers, agents and employees as additional insured on all required insurance policies other than worker's compensation.

Said Notices and Certificates of Insurance shall be provided to: Village of Romeoville 1050 W. Romeo Road, Romeoville, IL 60446 The Certificate of Insurance shall state the VILLAGE has been endorsed as an "additional insured" by the CONTRACTOR'S insurance carrier. Specially, the Certificate must include the following language:

“The Village of Romeoville is and has been endorsed, as additional insured under the above reference policy number \_\_\_\_\_ on a primary and non-contributory basis for general liability coverage for the duration for the contract term”.

(C) The CONTRACTOR shall require subcontractors, if any, not protected under the CONTRACTOR'S policies, to take out and maintain insurance of the same nature in amounts, and under the same terms, as required of the CONTRACTOR.

(D) All insurance required herein of the CONTRACTOR and any subcontractors shall be valid and enforceable policies, insured by insurers licensed and permitted to do business by the State of Illinois or surplus line carriers qualified to do business in the State of Illinois.

## **INDEMNIFICATION**

Except to the extent claims, losses or damages are the result of the negligent acts or omissions or willful misconduct of the VILLAGE, the CONTRACTOR shall indemnify, defend and save harmless the VILLAGE, its officers, agents, employees, representative and assigns, from lawsuits, actions, costs (including but not limited to attorneys' fees and expert witness fees), claims, fines, penalties, damages or liabilities of any character, resulting from: (a) CONTRACTOR'S failure to comply fully with any federal, state or local law, statute, regulation, rule, ordinance, order of governmental directive, including, but not limited to, those which directly or indirectly regulate or relate to the generation, receipt, handling, treatment, storage, transportation, disposal or recycling of any hazardous substance or waste; (b) bodily injury, including death at any time resulting there from, and injury to property, which are attributable to, or arise out of, any negligent act or omission or willful misconduct of CONTRACTOR, its employees, agents, officers, Village Managers, and subcontractors; and (c) the failure of CONTRACTOR to comply with the terms, conditions, representations and warranties contained in this contract. In connection with any such claims, lawsuits, actions or liabilities, the VILLAGE, its officers, agents, employees, representative and their assigns shall have the right to defense counsel of their choice. The CONTRACTOR shall be solely liable for all costs of such defense and for all expenses, fees, judgments, settlements and all other costs arising out of such claims, lawsuits, actions or liabilities. The rights and obligations set forth in this section shall survive the expiration, conclusion, or termination of this contract.

## **COMPLIANCE WITH LAWS**

The CONTRACTOR shall at all times observe and comply with all laws, ordinances and regulations of the Federal, State, Local and Village governments.

- a. Collusion: The Contractor certifies that the prices contained in the proposal have been established without knowledge of any other proposal on this item and the Contractor has not colluded conspired, connived or agreed, directly or indirectly, with any other Contractor, Village employee or any person, to fix the price submitted by the Contractor or any other contractor, and agrees to indemnify the VILLAGE for any losses sustained by it due to illegal actions of the CONTRACTOR. He also certifies that the CONTRACTOR, its agents, owners, officers or employees have not been convicted or pleaded nolo-contendere to bribery, bid rigging, pricing fixing or defrauding a unit of government in violation of Section 33E-3 or 33E-4 of the State of Illinois Criminal Code.
- b. Sexual Harassment Policy: The CONTRACTOR certifies that the firm has a written sexual harassment policy defining sexual harassment as required in Section 2-105 of the Ill. Human Rights Act. 775 ILCA 5/1-105 et. seq.
- c. Tax Payments: The CONTRACTOR certifies that the CONTRACTOR is not delinquent in the payment of any tax administered by the Illinois Department of Revenue as set forth in 65 ILCS 5/11-42.1-1.
- d. Equal Pay Act of 2003: The successful CONTRACTOR, and all subcontractors thereof, shall at all times comply with the provisions of the Illinois Equal Pay Act of 2003, 820 ILCS 112/1, et seq.

- e. Fair Employment Practices: The CONTRACTOR assures the VILLAGE that he is an “Equal Opportunity Employer” as defined by federal and state laws and regulations. He agrees to comply with the Illinois Employment Practice Commission Equal Opportunity clause as required by Article II of the Illinois FEPC Rules and Regulations, which is considered to be part of any contract or purchase agreement. The clause is reprinted below:

### **ILLINOIS FREEDOM OF INFORMATION ACT**

Contractor agrees to furnish all documentation related to this Agreement and any documentation related to the Village required under an Illinois Freedom of Information Act (ILCS 140/1 et. seq.) (“FOIA”) request within five (5) days after Village issues notice of such request to Contractor. Contractor agrees to defend, indemnify and hold harmless the Village, and agrees to pay all reasonable costs connected therewith (including, but not limited to reasonable attorney’s and witness fees, filing fees and any other expenses) for the Village to defend any and all causes, actions, causes of action, disputes, prosecutions, or conflicts arising from Contractor’s, actual or alleged violation of the FOIA or Contractor’s failure to furnish all documentation related to a request within five (5) days after Village issues notice of a request.

### **ILLINOIS EQUAL OPPORTUNITY CLAUSE**

In the event of the CONTRACTOR’S noncompliance with any provision of this Equal Employment Opportunity clause, the Illinois Fair Employment Practices Act or the Fair Employment Practices Commission’s Rules and Regulations for Public contracts, the contractor may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

### **PRICE**

Proposals are all inclusive and there shall be no additional charges during the term of the contract. Proposals shall be based on a per-unit basis which includes delivery and transport, hole excavation, planting of trees, backfilling, mulching, and watering as specified in the detailed specifications.

Contractor agrees to submit to the Village an invoice which includes the address in which the tree was planted, the type of tree, the date the warranty will expire, the total cost of tree with installation indicating the portion which was paid by the resident.

### **INSTALLATION/COMPLETION OF WORK**

As set forth further in the Specifications herein, all trees for spring planting must be delivered and planted before May 30<sup>th</sup> and all trees for fall planting shall be delivered and planted before November 24<sup>th</sup>, unless otherwise agreed upon by both parties.

### **DAMAGE AND PROTECTION OF PUBLIC AND PRIVATE PROPERTY**

The contractor is responsible for any damage to public or private property caused by the contractor’s operation. Due to the nature of the work, and the likelihood that claims of damage may arise, the contractor is also responsible for documenting conditions of the work site, including public and private property, prior to commencing work. The contractor shall notify the Village representative of any damage that exists prior to commencing work.

The contractor shall take all necessary precautions to eliminate damage to adjacent trees and shrubs, lawns, curbs, walks, or other real or personal property. The contractor’s vehicles shall be located on the paved surface of a street and will not use private driveways or block any public sidewalk. The contractor will be responsible to repair or replace any pavement or sidewalk broken or damaged as a result of work operations. Holes made in lawns, regardless of size, shall be filled with black dirt. To eliminate the possibility of creating ruts, the contractor shall use three-quarter inch (3/4”) thick, or thicker, plywood under the tires of any equipment driven on the parkway, or on private property. The Village representative shall have final determination of necessary restoration.

The contractor shall notify the Village immediately of damage or claims of damage to property. The contractor shall resolve any claims for damage with the property owner within twenty (20) days after damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the property owner, and/or the Village, the Village reserves the right to repair or replace that which was damaged by the contractor and deduct this cost from any payment due the contractor. In addition, the Village reserves the right to repair or replace any pavement or sidewalk damage caused by the contractor and deduct those costs from any payment due the contractor.

### **PROTECTION OF UNDERGROUND UTILITIES**

Tree planting operations may have to be conducted in areas where underground utilities exist. Contractor will be responsible for contacting JULIE and properly locating all utilities. The contractor shall protect all utilities from damage and follow all safety precautions and procedures required when working near such lines. The contractor shall immediately contact the appropriate utility if damage should occur, and shall be responsible for all claims for damage due to the contractor's operation.

### **INSPECTION OF WORK**

All work shall be completed to the satisfaction of a Village appointed representative including any questions as to proper procedures or quality of workmanship. Payment will not be made until work is approved by the Village.

### **PLANTING LOCATIONS**

While the majority of the trees will be planted on public parkways adjacent to a street, some trees will be planted on private property.

### **CONDITION OF TREES**

Any tree furnished under this contract will be subject to the following conditions:

1. The trunk of the tree shall be straight. The tree shall be true to the scientific name and devoid of all diseases, broken branches or any other objectionable characteristics. The tree shall have a crown typical of its species and size.
2. Each tree being furnished will be subject to an examination by a representative of the Village. If the tree is found to be objectionable by the Village representative, the tree will be removed and replaced at the contractor's expense.
3. Tree roots shall be balled and wrapped in burlap when delivered to the site. Root balls shall be drum laced with a biodegradable material. Nylon rope or twine shall not be used for drum lacing.
4. **No wire baskets shall be used** unless this requirement is waived by authorized representative of Village.
5. If trees are delivered with trunk wrap, the contractor shall remove wrap prior to planting.
6. Trees furnished under this contract are to have been grown in a nursery located within 100 miles of the Village. If the resident or Village so desire, they will be permitted to inspect the trees in the nursery for shape, size and general condition and to tag tree being requested.
7. Trees are to be planted in area marked by the Contractor and approved by the Village representative.

### **PLANTING**

Trees shall be planted in the following manner:

1. The planting hole shall be at least one (1) foot wider on all sides than the diameter of the root ball. Soft fill shall not be added to the bottom of the planting hole since the root ball will settle and result in deep planting. The first order roots shall be located before planting. The top portion of the first order roots shall be planted even with or slightly lower than the existing soil grade (1-2 inches).



2. If wire baskets are approved for use by the appointed Village representative, the top 1/3 of the wire basket shall be cut and discarded. Likewise, all burlap and rope shall be removed from the top 1/3 of the root ball prior to commencing backfilling.
3. The contractor shall backfill with the excavated soil from the planting hole. Backfill soil shall not be amended and instead be used in its existing condition. No more than one (1) inch of backfill shall be placed on top of the root ball at planting. During the backfilling process, the use of a slow release, balanced fertilizer is recommended to help tree establishment. Prior to planting, the contractor shall contact appointed Village representative for approval of fertilizer to be used.
4. The contractor shall mulch newly-planted trees with a layer of wood chips having a thickness no less than two (2) inches and no greater than four (4) inches. Mulch shall not be piled up against the tree trunk, minimal four (4) inches away.
5. Trees shall be watered during planting to help insure survival and eliminate air pockets. No less than twenty (20) gallons of water shall be applied for each tree.
6. Excess soil shall be removed and the general area shall be free of any debris which was generated from the planting process. The contractor will be responsible for hauling away excess debris generated from planting process.
7. The contractor shall complete all scheduled plantings, following all specifications, with minimal supervision by the appointed Village representative. The contractor's planting crew shall be comprised of experienced planters with at least one full season of planting experience.
8. Contractor must follow Village Ordinances with regard to hours of operation.

## **GUARANTEE**

The contractor shall guarantee each tree for one full year after it has been planted. If the appointed Village representative determines that a tree planted under this contract must be replaced, the contractor will replace the tree at their cost, which will include the new tree, labor and materials necessary to plant the new tree, and the cost of removal and legal disposal of the tree being replaced. The replacement tree shall likewise be guaranteed by the contractor for one full year after it has been planted.

The appointed Village representative will, before the one year guarantee period ends, inspect each tree planted under the contract and will require replacement of any tree which is dead or deemed to be in marginal condition. At the end of the one year guarantee period, if a tree is marginal, and at the discretion of the Village, the contractor may choose to leave the marginal tree and extend the guarantee for an additional year. Such form of guarantee shall be carried on until each designated site has had a tree exist in a healthy condition for one full year.

## **JOB SITE DAILY CLEANUP**

The contractor shall maintain clean work areas throughout the day. All materials not needed for the planting process shall be removed from the work areas. Failure to maintain a clean work area at the end of each day and to the satisfaction of the appointed Village representative can result in liquidated damages of \$50 per incident.

## **WORK CREW SUPERVISION**

The contractor shall provide a qualified supervisor or contact person which is immediately available while working under this contract. At least one individual shall be responsible for monitoring the job site. Individuals found not to be following the intent of these specifications shall be removed from the work site at the request of the appointed Village representative. Such individuals shall not be allowed to return to complete work on this contract.

## **SAFETY STANDARDS**

In addition to those provisions set forth in the General Provisions, contractor shall perform all Work in compliance with all applicable Federal, State and local laws and regulations, including but not limited to, the following:

- a. All equipment to be used and all work to be performed must be in full compliance with the most current revision of the American National Standards Institute Standard (ANSI) Z-133.1 and ANSI A300.
- b. Proper flag people, warning signs, barricades, and/or other protective devices must be provided by the contractor. Traffic control shall be in compliance with the Manual of Uniform Traffic Control Devices and IDOT Standard Specifications. Sec. 700. Yellow flashing lights mounted on a vehicle shall not be deemed sufficient or adequate protection. Questions of sufficiency shall be resolved to the satisfaction of the appointed Village representative.
- c. During tree planting operations, sidewalks shall be properly barricaded and closed to the satisfaction of the appointed Village representative.



# PROPOSAL SUBMITTAL FORM

Date: \_\_\_\_\_ Landscaping Company: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please provide cost of each tree below. Costs shall include delivery and transport, hole excavation, planting, backfilling, mulching, and watering of tree species depicted within the document, and grown exclusively by the successful proposer. This proposal is for a contract of two years at fixed pricing. All trees will be a minimum of two and one half (2 1/2) inches in caliper and approximately eight (8) feet in height.

*In parkways between four (4) feet and six (6) feet wide trees shall be limited to the following species. Trees are recommended to be placed in front yards in these locations.*

Common Name	Botanical Name	Cost
Norway Maple	Acer platanoides	
Red Maple	Acer rubrum	
Ginko (male) Aka. Maidenhair Tree	Ginko biloba	
American Linden Aka. Basswood	Tilia americana	

*In parkways greater than six (6) feet wide trees shall be any of the following species:*

Common Name	Botanical Name	Cost
Ginko (male) Aka. Maidenhair Tree	Ginko biloba	
Smoothleaf Elm	Ulmus carpinifolia	
American Linden Aka. Basswood	Tilia americana	
Littleleaf Linden	Tilia cordata	
Silver Linden	Tilia tomentosa	
Norway Maple	Acer platanoides	
Red Maple	Acer rubrum	
Sugar Maple	Acer saccharum	
Red Oak	Quercus rubra	

Your signature below indicates that you understand all planting guidelines and agree to proposal requirements.

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

# Parkway Tree Replacement Program

*The Village of Romeoville is dedicated to providing a foundation which enhances the quality of life throughout the community. As part of this mission, the Village strives to maintain the character of its family-friendly neighborhoods. This can be achieved in part by establishing and maintaining a network of tree-lined residential streets.*

*This program is intended to assist residents who wish to have trees planted in the parkway in front of their homes where the trees do not currently exist or where the trees are in poor condition. It does not apply to commercial or common areas in the subdivision.*



### **Tree Planting**

The planting of trees on public right-of-way in Romeoville is regulated by the Department of Public Works. In an effort to promote tree planting, the Village has implemented a Cooperative Cost Sharing Program.

### **Cooperative Cost Share Program**

The Village will offer a cost-share program to residents who wish to have trees planted in the parkway fronting their property where none previously existed. The Village will pay 50% up to a maximum of \$75.00 per tree, per resident. Residents may choose from a variety of approved trees. Trees must be purchased from Village's designated landscaper. Residents who are interested must submit an application to the Department of Public Works.

### **Planting Guidelines**

- Trees can be placed within the parkway. If a tree cannot be planted in the parkway due to the Village requirements, the Village will review a location within the front yard.
- Trees will be a minimum of three (3) inches in caliper and approximately eight (8) feet in height.
- Residents may suggest locations for the trees, but locations will be reviewed for suitability and to avoid utility conflicts.
- The property owner must agree to the Maintenance Program outlined in this packet.
- Once a tree is planted on the Village right-of-way, it becomes the property of the Village. The Village is responsible only for the pruning and removal of parkway trees.
- Trees will have a one-year warranty.
- Type of trees allowed will be based on a mixture of tree species within the immediate area and appropriateness for the area. In order to prevent the spread of disease (such as Dutch Elm Disease), no more than five (5) of the same species of a tree may be located in a row.
- The determination of program participation and time of planting will be based on the following criteria:
  - *Time of Official Contact:* Trees will be approved on a first come, first served basis in terms of the Village's receipt of the application and approval of such application except as described below.
  - *Need:* One of the Village's goals is to strive for an equitable distribution of mature and newly planted trees throughout the Village. If there are neighborhoods where the Village feels the overall need is greater, these requests will be given priority.
  - *Budget:* Amount of Village funds available for the program will dictate the number of trees available.
  - *Previous Requests:* First-time requests will receive priority.

## Location of Parkway Trees

The Village of Romeoville strives to have parkway trees planted in all parkways that have sufficient width to accommodate them, in accordance with the following guidelines and may vary based on specific site conditions.

Parkway trees shall be planted a minimum of 30 feet apart, but not more than 50 feet apart whenever possible, and shall have a minimum trunk diameter of three (3) inches measured six (6) inches above ground level.

### **Parkway trees shall be sited as follows:**

- At least twenty-four (24) inches back from the back of the curb
- At least 10 feet from any utility pole (If a tree is to be planted below a utility line, the tree must be carefully selected so that it will not interfere with the line. In this situation, an ornamental tree - which does not bear fruit - may be selected.)
- At least 10 feet from a utility structure
- At least 5 feet from a fire hydrant
- At least 8 feet from an underground utility line
- At least 15 feet of a stop sign or other street signage
- At least 5 feet from a residential driveway
- At least 2 feet from a residential walkway or sidewalk
- Outside the vision triangle for corner lots

## Selection of Trees

All parkway trees must be selected from the approved list and be purchased from the Village's designated landscaper.

## Application Process

The program is offered in the Spring and Fall seasons. Application and installation dates for each season will be mutually agreed upon by the landscaper and the Village.



# MAINTENANCE PROGRAM

## Maintenance of Trees

The homeowner shall be responsible for maintenance of the parkway tree(s). This includes watering the tree(s), fertilizing the tree(s), and periodic inspections for insects and disease.

### General

Newly planted trees, shrubs and other plants require special maintenance for three (3) growing seasons following planting. All maintenance practices shall follow approved arboricultural standards.

### Watering

Ample soil moisture shall be maintained following planting. A thorough watering once in five (5) to ten (10) days, depending on soil type and drainage provisions, is essential during the growing season.

### Fertilization

Adequate quantities of the essential nutrient elements should be available after new root growth starts. However, provision of good drainage and adequate moisture of the backfill, or the soil ball on balled plants, is more important than fertilization immediately following planting.

### Insect and Disease Control

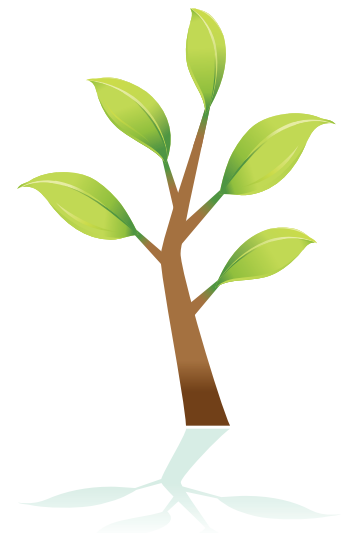
Thorough inspections shall be made to determine when measures for the control of insects and diseases shall be taken. Plants are in a weakened condition following transplanting and are more susceptible to insects and disease, especially borers, than are in vigorously growing trees. In the event that insects or disease are discovered, the homeowner shall contact the Department of Public Works for guidance.

## Tree Pruning

The Village of Romeoville Department of Public Works provides maintenance of all parkway trees as it pertains to pruning and removal. This includes pruning to remove deadwood and branches affected by disease or insects, to promote a sound tree by removing weakly attached and broken branches, as well as limbs that conflict with each other, to allow for the clear flow of pedestrian and vehicular traffic, to “train” the tree to promote growth which will not conflict with the site. Village crews strive to preserve the natural shape of the tree by using “thinning” cuts when pruning. A thinning cut removes a branch at its point of origin, or shortens a branch to a lateral large enough to assume a terminal role.

## Tree Removal

Tree removal occurs when a tree is dead or dying, a tree is considered irreparably hazardous, a tree is causing an obstruction that is impossible to correct through pruning, a tree is crowding and causing harm to other trees, a tree is causing damage to infrastructure such as sidewalks, or to allow for new construction.





# VILLAGE OF ROMEOVILLE

## PARKWAY TREE PROGRAM APPLICATION AND ORDER FORM

### RESIDENT INFORMATION

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

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

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

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Will tree be located in the parkway? ☐ Yes ☐ No

Will tree be located in the front yard? ☐ Yes ☐ No

*(This will only be approved if parkway does not meet requirements.)*

Does Parkway tree request meet guidelines? ☐ Yes ☐ No

Parkway tree does not meet guidelines, although review of application and variance are requested. ☐

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Tree Options

Trees are prohibited in parkways less than four (4) feet wide. In parkways between four (4) feet and six (6) feet wide, the Village may prohibit trees if they conflict with underground utility lines.

*Please indicate below the quantity of the types of trees requested.*

*In parkways between four (4) feet and six (6) feet wide trees shall be limited to the following species. Trees are recommended to be placed in front yards in these locations.*

Common Name	Botanical Name	Cost
Norway Maple	Acer platanoides	
Red Maple	Acer rubrum	
Ginko (male) Aka. Maidenhair Tree	Ginko biloba	
American Linden Aka. Basswood	Tilia americana	

*In parkways greater than six (6) feet wide trees shall be any of the following species:*

Common Name	Botanical Name	Cost
Ginko (male) Aka. Maidenhair Tree	Ginko biloba	
Smoothleaf Elm	Ulmus carpinifolia	
American Linden Aka. Basswood	Tilia americana	
Littleleaf Linden	Tilia cordata	
Silver Linden	Tilia tomentosa	
Norway Maple	Acer platanoides	
Red Maple	Acer rubrum	
Sugar Maple	Acer saccharum	
Red Oak	Quercus rubra	

After completing the form, please return it to the Public Works Department, 615 Anderson Drive, Romeoville, IL 60446, Phone: (815) 886-1870, Fax: (815) 886-3596. Once application is received, Public Works will do a site visit and mark the approved location of the tree. You will be contacted by the landscaper to arrange installation and payment.

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#### FOLLOWING INFORMATION TO BE COMPLETED BY THE VILLAGE OF ROMEOVILLE

Permit to plant tree(s) on said public property has been: ☐ GRANTED ☐ DENIED

Date Payment Received: \_\_\_\_\_ Amount: \_\_\_\_\_ ☐ CASH ☐ CHECK

If permit has been denied, state reason: \_\_\_\_\_

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

Date application forwarded to landscaper: \_\_\_\_\_ Initials: \_\_\_\_\_