



**REQUIREMENTS
FOR LANDSCAPE
APPROVAL
VILLAGE OF ARLINGTON
HEIGHTS**

SUMMER 1991

**DEPARTMENT OF
PLANNING & COMMUNITY
DEVELOPMENT
(847)368-5200**

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INTRODUCTION

The Purpose of the Tree Preservation and Landscape Ordinance is to protect and preserve existing trees while establishing ecological and environmental requirements to reduce the negative impacts that new developments can have on the community. The requirements will reduce the air and noise pollution while providing more aesthetically pleasing developments. The following tree preservation and landscape requirements must be met before landscape approval can be given for any proposed construction. No building permit will be issued prior to approval of a Tree Preservation and Landscape Plan. The requirements apply to all public and private new construction, enlargements, or expansion of any structure, building or parking, service areas and other construction except single family residential lots. **This brochure is a summary from the Village Code, Chapters 20, 28, and 29. The appropriate sections from these chapters should be referred to in their entirety.**

SUBMITTALS

Three (3) copies of all information must be submitted to the Building and Zoning Department at least fourteen (14) days prior to the date the applicant wishes to receive a building permit. The contact name and telephone number for the applicant must be submitted as well as the contact name and number of any relevant consultants on the project.

At a minimum the submitted packet should consist of a Tree Survey, Landscape Plan, Site Plan, Cost Estimate and Specifications.

For those developments which are required to go through site plan review for Plan Commission and Village Board Approval, submittals should be made in conjunction with the other required materials as outlined in the Plan Commission application package.

TREE PRESERVATION PLAN

This section establishes requirements for protecting and preserving existing trees throughout the Village. Existing developed or contiguous single family residential lots shall be excluded from the requirements of this section. (exception: Single family lots with a potential to redevelop into three (3) or more lots shall comply with these requirements.)

Tree Survey.

Every effort should be made to integrate existing vegetation into a proposed development. The developer should explore saving a tree in its existing location as well as transplanting possibilities prior to requesting removal.

No tree having a trunk size of three (3) inches or greater in caliper, as measured six (6) inches above the ground, shall be removed from unimproved or partially improved land prior to approval of a Tree Survey and Preservation Plan. In the event that a development plan is not available but the developer wishes to clear the site, Tree Survey approval is still required.

Preservation Techniques.

The petitioner shall make sure the specific tree preservation techniques to be employed are clearly outlined on the drawings. The following is a list of the minimum preservation techniques which should be incorporated where possible:

1. **Snow Fencing.** Install snow fencing to prevent grading and construction equipment from encroaching under the drip line of the tree. This will prevent compaction, razing of the bark of the tree, and breaking off of branches.
2. **Material Storage.** Prevent any storage or leaching of materials detrimental to the tree to encroach under the drip line of the tree to be preserved. This includes uphill storage locations where drainage toward the tree could conceivably occur.
3. **Transplanting.** Transplant those quality trees where saving in its existing location is not possible. The trees can be moved by a tree spade or by hand digging. If a spade is to be used, include which sizes will be used for what trees.

Removal of a tree designated on the plan to be preserved shall be allowed only by amending the landscape plan and with the approval of the Department of Planning and Community Development. If in field adjustments are needed during construction, the owner/developer shall halt all work which may result in the destruction of a proposed preserved tree and contact the Department of Planning and Community Development for a site inspection. If it is agreed that the tree impedes the development, and there is no possibility of transplanting, the developer may, upon written notice from the Department of Planning and Community Development, remove the tree without resubmitting a revised Preservation Plan.

Replacements.

The following exchange rate will be used to replace any tree removed or razed during construction without prior approval.

6.16-6.4

Size of Existing Trees	Number of Replacement Trees
36" or greater	8
30-35"	7
26-29	6
20-25	5
13-19	4
8-12	3
3-7	

All replacement trees are required to have a minimum trunk size of four (4) inches in caliper and be of an acceptable species to the Department of Planning and Community Development. Weak wooded trees such as Russian Olives, Willows, and Poplars are not acceptable unless previously approved as part of the Landscape Plan. Any preserved, relocated, or replaced tree must be

guaranteed for up to one growing season. In the event that a tree dies or is in declining condition, the tree must be replaced with a four (4) inch caliper tree.

The requirement for four (4) inch caliper trees may be waived by the Department of Planning and Community Development if a four (4) inch caliper tree is not suitable for that location or is unavailable or available only in poor quality. In such cases the Department of Planning and Community Development may accept a greater quantity of smaller trees.

Tree Preservation Submittal.

The tree survey and preservation drawings being submitted should include the following:

1. Location of site, scale, north arrow, location of buildings (existing and proposed), location of parking and any other relevant existing or proposed information.
2. Location of existing trees of three (3) inches in caliper or greater, as measured six (6) inches above the ground level.

3. The size and species of all relevant plant material with both scientific and common name.
4. The overall condition of the plant material such as health and form as it relates to preservation.
5. Indication on the plan whether the tree is proposed to be saved in place, removed or transplanted elsewhere on site.
6. For trees to be saved in place, outline what preservation techniques will be used to ensure their protection during construction.
7. For those trees to be transplanted, outline the method of transplanting to be used, provide a detail of such, and indicate the permanent proposed location.
8. Final grading plan if the grading will affect the preservation of existing trees.
9. Any other relevant information.
- 10 See the Bond section for information on the required Tree Preservation Bond.

LANDSCAPE PLAN

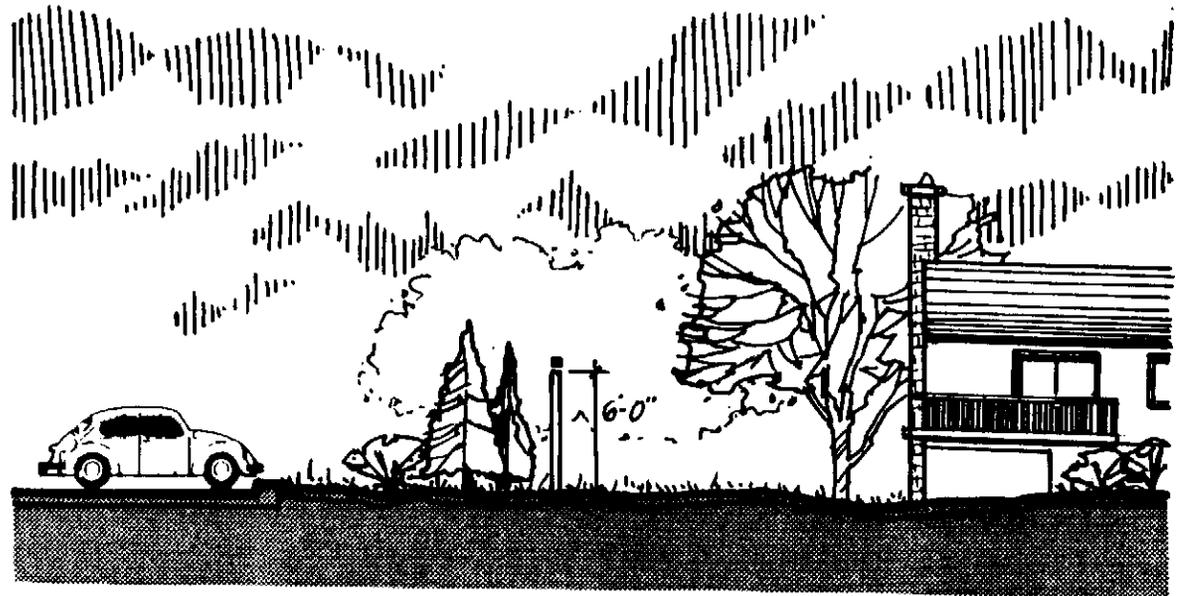
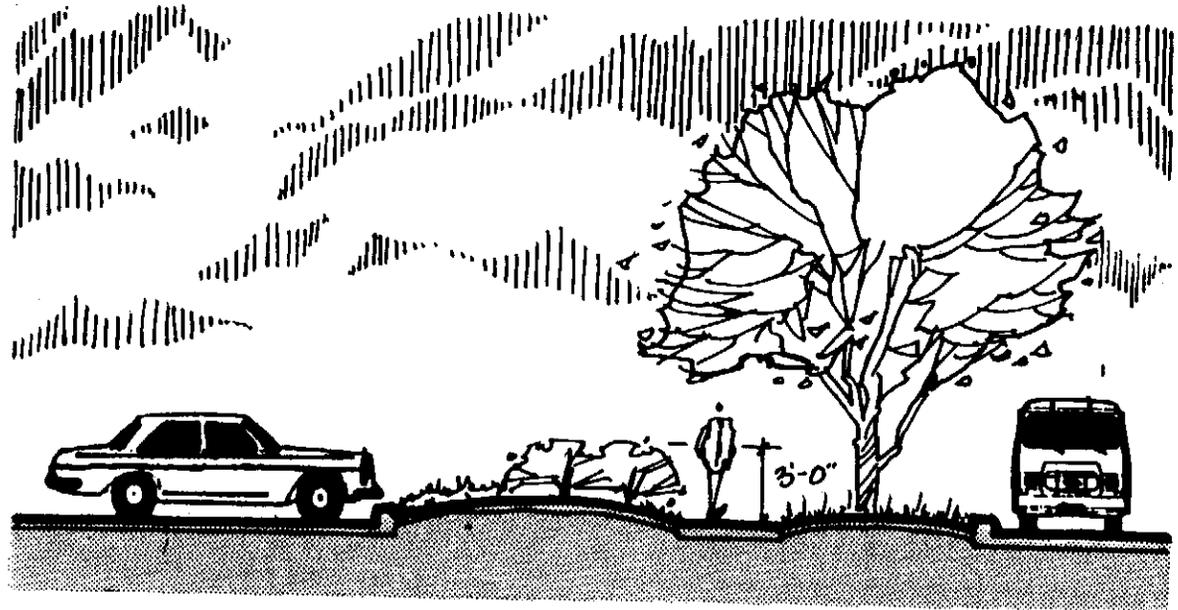
This section establishes the requirements for landscaping of parking lots, detention basins, antennas and between zoning districts. The requirements apply to all new construction, enlargements, expansions, or substantial reconstruction of any structure, related parking or paved service areas.

Parking Lot Screening

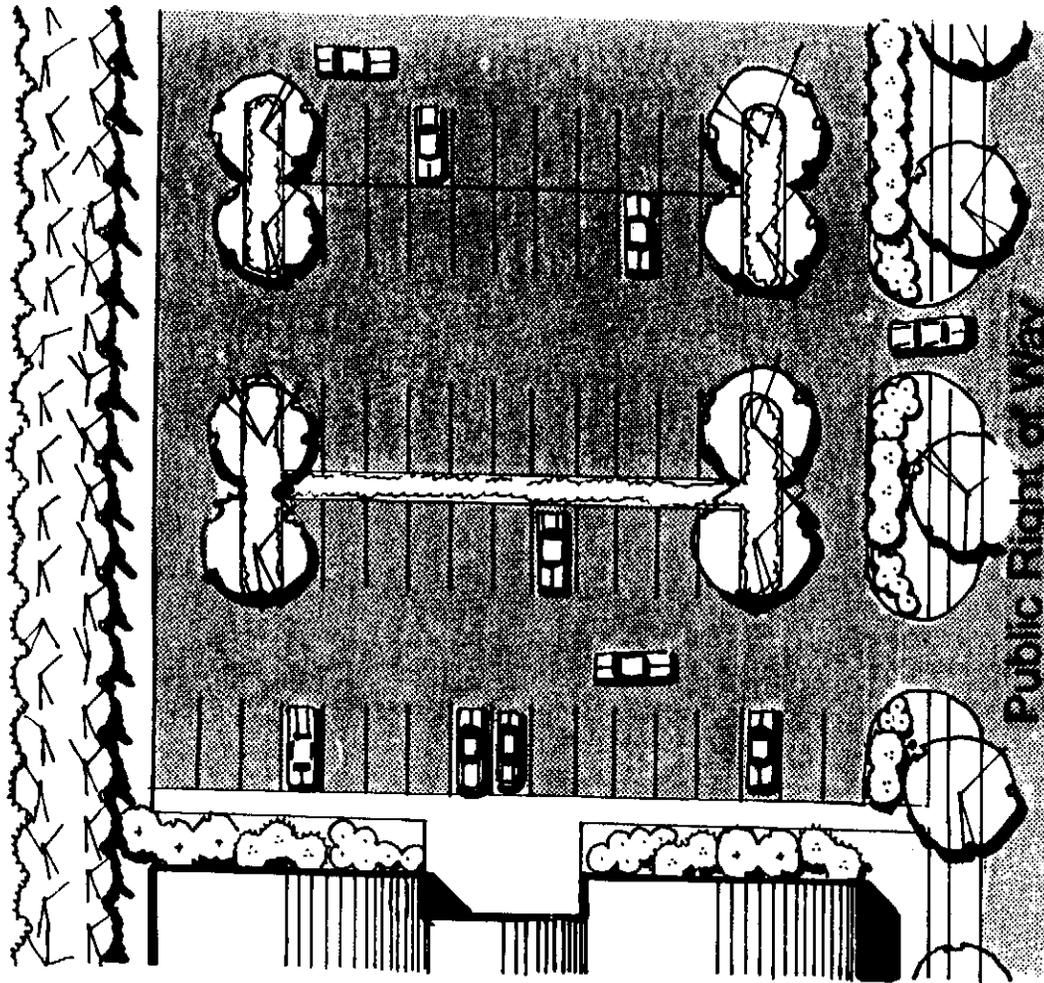
Any paved parking or service areas which are adjacent to a residential area or public right of way must be screened on each relevant side by landscape, berming, fence, wall or a combination thereof to provide year round opacity.

1. **Adjacent to a public right of way.** When a parking or service area is adjacent to a street, screening is required to be a minimum height of three (3) feet. In areas where there is a potential visibility problem, such as access drives, the plant height may be reduced to eighteen (18) inches.
2. **Adjacent Residential.** When parking or service areas abut a residential lot, screening shall be six (6) feet in height.

In all cases, sufficient space needs to be left along the perimeter to allow the healthy growth of all planted material. Snow storage should be considered.



Residential District



Parking Lot Landscaping.

All parking lots of four (4) spaces or more are required to have parking lot islands at the end of every twenty (20) spaces, or beneath every light pole, whichever is greater. In addition, islands must be located at the end of every row of parking stalls.

In open parking areas, smaller than twenty cars, the petitioner shall provide a proportional amount of green space to pavement.

Landscape islands must conform to the following requirements:

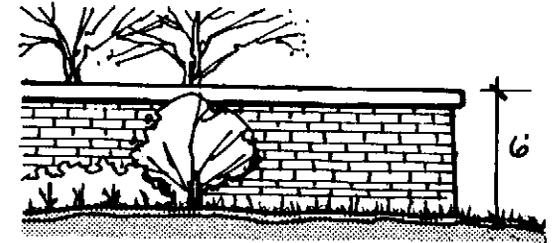
1. **Protection.** All islands must be made of a durable protective material such as concrete.
2. **Plantings.** All islands must contain a minimum of one (1), four (4) inch caliper shade tree per island. The requirement for a four (4) inch caliper tree may be waived by the Department of Planning and Community Development if they are not available or only available in poor quality.
3. **Size.** Landscape islands must be equal or greater in area to one (1) parking space.
4. **Understory.** The understory of an island must contain some form of greenery. This includes, but is not limited to sod, shrubs, groundcover or perennials. A stone mulch is not a permitted groundcover.

Landscaping Between Zoning Districts.

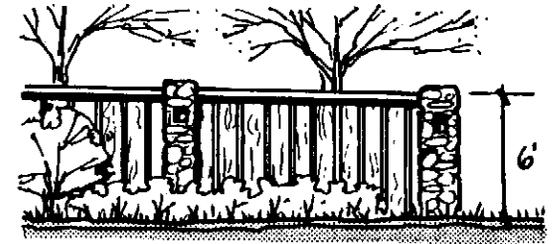
Where any Business, Manufacturing, O-T, S, or O-R district abuts a residential district, screening along said lot line must be provided.

The screening should consist of one or more of the following:

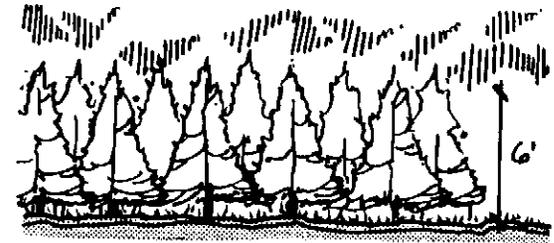
1. **Wall.** The wall must be solid masonry, composed of face brick, decorative concrete, or other similar decorative building materials as approved by the Department of Planning and Community Development.



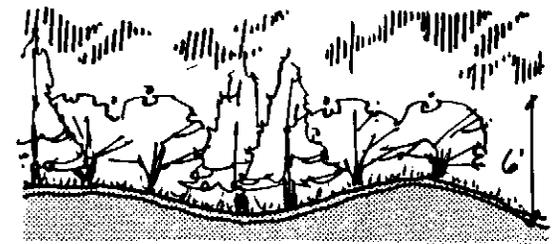
2. **Fence.** The fence must be a solid, wood fence, six (6) feet high so as to provide total opacity.



3. **Landscape.** The landscape screening should consist of a minimum of a double staggered row of six (6) foot high evergreen material densely planted. Spacing of screen rows should be stated on the drawings.



4. **Berm.** Landscape berms should have a maximum side slope of 4-1 and be stabilized with sod or groundcover. Landscape berms are only permitted in conjunction with landscape plantings to achieve the required six (6) foot height requirement.



Landscaping Detention Basins.

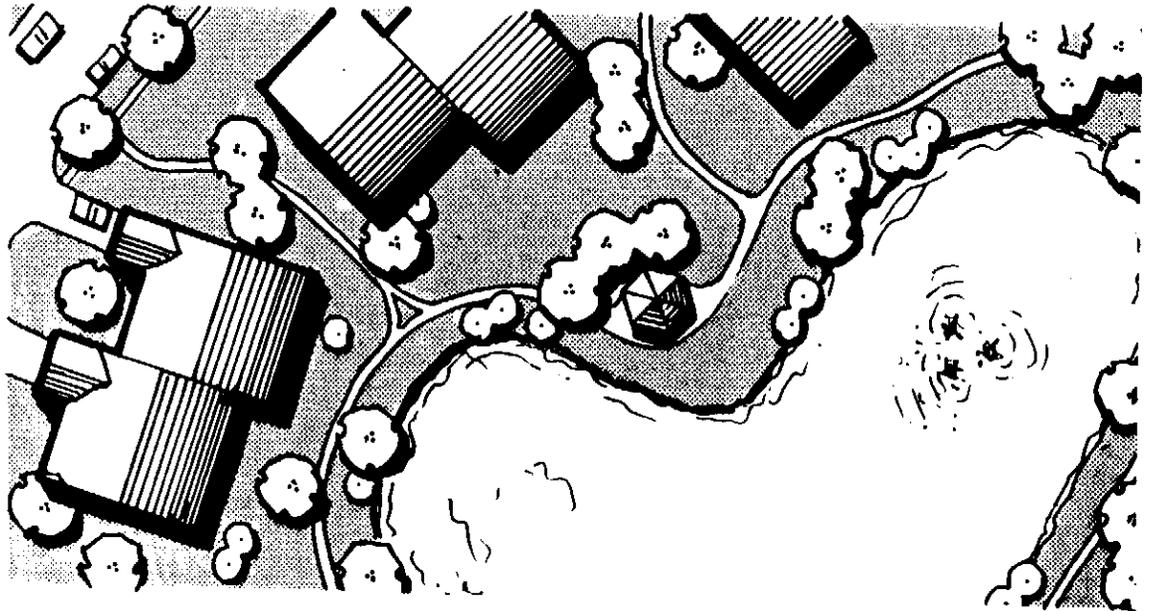
Landscaping shall be required around the perimeter of all retention and detention basins. Such landscaping shall consist of trees, shrubs, and emergent plantings in an amount and arrangement that will create an aesthetically pleasing environment.

The following is a list of items which should be considered when landscaping a detention basin.

1. **Aerator.** Aerators can be installed to help keep water quality high while providing an attractive visual element to the development.
2. **Landscaping.** Plant material which is appropriate to wetlands and basin areas should be used around the perimeter. Emergent plantings may also be incorporated to help soften the shoreline and increase water quality.

3. **Amenities.** Amenities like bike paths, sidewalks, gazebos, benches and other such items are encouraged around detention basins to make better use of the open space.

All retention basins and detention basins that can be expected to flood to a depth of three feet shall have warning signs posted on all sides.



Landscaping Antenna Structures and Earth Stations.

A Landscape Plan must be submitted that demonstrates substantial screening of the antenna and related structures from adjacent land uses. Screening must consist of a well maintained masonry wall of brickwork or stonework, solid wood fence, densely planted compact hedge or combination berm and densely planted hedge.

Maintenance.

Each owner shall be responsible for maintaining the entire property in conformance with the Village ordinance governing landscape, with the approved plan for the project and with any other applicable maintenance codes. This includes but is not limited to:

1. Replacing dead or dying plant material.
2. Paint, stain, and repair all fences or walls.
3. Maintain a safe water quality on retention areas.

Landscape Plan Submittals.

The landscape plan drawings should include the following:

1. Location of site, scale, north arrow, location of buildings (existing and proposed), location of parking (existing and proposed), utilities, or any other relevant existing or proposed information.
2. The exact location and spacing of all existing and proposed plants such as trees, shrubs, ground covers, vines, flowers, grass, and other materials to be used in the design.
3. A complete plant list including plant type (botanical and common name), quantity, size, balled and burlapped, spacing, and any other relevant notes. All plant material shall be specimen quality.
4. List quantities and depth of all other proposed materials i.e. sod, seed or mulch.
5. Final grading plan, especially as it relates to the landscape plan, i.e. berms, retaining walls or detention basins.
6. Planting details illustrating typical and special areas of landscaping particular to the project should be submitted with the type of materials and amounts.
7. Landscape specifications should include all written specifications for the planting of the project. These should be identical to the ones to be used for bidding purposes.
8. Provide a cost estimate which includes all landscape related construction costs.
9. Refer to the Bond section for the requirements of a Landscape Compliance Bond.

TREE FEE AND BONDS

There is one parkway tree fee and two bonds required at time of building permit. These are set up to cover the areas outlined in this document. The parkway tree fee is a non-refundable fee, which is given to pay for the installation of trees in the parkway, which will be installed by the Village of Arlington Heights Public Works Department. The other two bonds are to cover Tree Preservation and Landscaping. These are cash bonds which are held in non-interest bearing accounts until all work on the project has been completed. If after the final inspection, everything has been installed according to plan, the Department of Planning and Community Development will sign off on the project, and the bond money will be released.

Parkway Tree Fee.

Parkway Trees must be provided for every development along the entire public right of way. Parkway trees will be installed by the Public Works Department. A fee of \$4.00 per lineal foot of right of way will be assessed to each development at the time of Building Permit to cover the cost of installation.

The specific type of parkway tree to be installed will be determined by the Forestry Division of the Public Works Department. Each shade tree will be a minimum of four (4) inches in caliper and be spaced not less than forty (40) nor more than sixty (60) feet apart.

No other plantings will be allowed to be installed within Village right of way. It is unlawful to plant any trees or shrubs in any street or other public place without first having secured a permit from the Director of Public Works.

Tree Preservation Bond.

For each development a separate Tree Preservation Bond will be required to

obtain a Building Permit.

The bond amount will be based on the quantity of existing trees to be preserved on the site. The developer will be required to post two hundred dollars (\$200.00) for each existing tree designated on the Tree Preservation Plan to be saved or transplanted. This money will be held until the project has been completed and an inspection and sign off has been issued by the Department of Planning and Community Development.

Landscape Bond.

For each development a separate Landscape Bond will be required to be posted in order to obtain a Building Permit.

The Bond amount will be based on the estimated cost of the landscape construction portion of the project. The developer must submit a cost estimate to the Department of Planning and Community Development in conjunction with the Landscape Plans. The Landscape Bond will be thirty (30%) percent of the estimated construction costs for landscape. This money will then be held until the

project has been completed and an inspection and sign off has been given from the Department of Planning and Community Development.

Reference & Additional Information.

The Tree Preservation and Landscape requirements pamphlet is summarized from the Village Code and it is recommended that the appropriate chapters be reviewed. The key chapters relating to this process are:

CHAPTER 28 OF THE MUNICIPAL CODE - Zoning Regulations - Section 6-14 - 6-16

CHAPTER 20 OF THE MUNICIPAL CODE - Article VII - Section 20-701 to 20-715

CHAPTER 29 OF THE MUNICIPAL CODE - Article V - Section 29-503

For further information, question, copies of any documents, or to set up an appointment for a preliminary review of your project, please call 847-368-5200.