



VILLAGE OF MUKWONAGO

TREE REMOVAL REQUIREMENTS

- ☐ This applies to removal of trees with a diameter of 8 inches or more.
- ☐ Application Completeness: See page 2 for complete list of submittals.
- ☐ Application Submission:
 - ☐ **Applications must be submitted electronically** through the Village on-line permit system. The system may be accessed through this [link](#).
 - ☐ If you are a new user, you will need to start by creating a “Contractor” account. A “Contractor” is a non-owner (Business Owner, Design Professional, etc). If you are the property AND business owner, you may apply as a “Homeowner”.
 - ☐ Once you arrive to the site you will need to apply for a “Planning, Zoning, or Engineering Process”. This link can be found on the left side of the screen under Planning and Zoning page of the Village website. The program will allow you search by the address, apply for appropriate application, input various information, and upload documents.
 - ☐ Fees: Fees may be paid in one of three ways.
 1. You may pay your fee online. After the application is submitted staff has received and reviewed the application an email will be sent to the applicant (email that is provided) letting you know that you can pay the fee online. There is an additional fee associated with this option.
 2. You may pay with cash or a check by mailing or bring the check to Village Hall. There is not a transaction fee associated with this option.
 3. You may pay with a credit card at Village Hall during normal hours and in person. There is a transaction fee association with this option.
 - ☐ Meeting Dates: (IF APPLICABLE) Plan Commission meets on the second Tuesday of each month at 6:30 p.m. A schedule of meeting dates can be found at our [web site](#).
 - ☐ Application Deadlines: (IF APPLICABLE) Applications deadlines are approximately 5 weeks prior to the scheduled meeting. A schedule of deadlines may be found on our [web site](#).
 - ☐ Tree Removal requiring Plan Commission Review:
 - ☐ Major alterations to the existing site plan.

PROCEDURAL CHECKLIST FOR TREE REMOVAL REVIEW AND APPROVAL

This form is designed to be a guide for submitting a complete application for Zoning Permit = TREE REMOVAL.

Application Submittal Requirements for Village and Applicant Use (Check off List)

Application:

- ☐ Online Zoning Permit Application Completed
- ☐ Application fee: [current fee schedule](#)
- ☐ Agreement for Reimbursable Services Acknowledgement

Required site drawings:

- ☐ Site Plan with location of existing and new trees. (Aerial Photo ok)
- ☐ Electronic Submittals are required. All documents need to be uploaded into the BS&A Software.
- ☐ Any additional information as determined by Village Staff.
- ☐ **Calculations for land NOT located in a shoreland-wetland overlay district or a floodplain overlay district**

Step One – Check the box with the number of acres.

Step Two – Complete the other fields in that row.

Acres NOT Located in a Shoreland-Wetland Overlay District or a Floodplain Overlay District	Number of Trees 8 inches or More in Diameter [1,2]	Permissible Number of Trees that Can be Removed	Proposed Number of Trees to be Removed	Number of Trees Requiring Mitigation
<input type="checkbox"/> 0.25 acres or less [2]	<hr/>	x 0.8 = <hr/>	<hr/>	<hr/>
<input type="checkbox"/> More than 0.25 acre to 1 acre [3]	<hr/>	x 0.6 = <hr/>	<hr/>	<hr/>
<input type="checkbox"/> More than 1 acre up to 2.5 acres [4]	<hr/>	x 0.4 = <hr/>	<hr/>	<hr/>
<input type="checkbox"/> More than 2.5 acres [5]	<hr/>	x 0.2 = <hr/>	<hr/>	<hr/>

One acre is equal to 43,560 square feet.

Notes:

1. The diameter of an existing tree is measured 4 feet above the surrounding grade.
2. Any tree regardless of size can be removed when it represents a danger to property or the health, safety or welfare of any person or when it is diseased or severely damaged.
3. Up to 80 percent of those trees that are 8 inches or more in diameter may be removed.
4. Up to 60 percent of those trees that are 8 inches or more in diameter may be removed.
5. Up to 40 percent of those trees that are 8 inches or more in diameter may be removed.
6. Up to 20 percent of those trees that are 8 inches or more in diameter may be removed.

☐ **Calculations for land located in a shoreland-wetland overlay district or a floodplain overlay district**

Step One – Check the box to indicate whether the subject property includes any land in a shoreland-wetland overlay district or a floodplain overlay district.

Step Two – If there is land in a shoreland-wetland overlay district or a floodplain overlay district, complete the fields in the second row.

	Acres Located in a Shoreland-Wetland Overlay District or a Floodplain Overlay District	Number of Trees 8 inches or More in Diameter [1,2]	Permissible Number of Trees that Can be Removed	Proposed Number of Trees to be Removed	Number of Trees Requiring Mitigation
<input type="checkbox"/> None		-	-	-	-
<input type="checkbox"/> _____ acres [3]		x 0.1 =			

Notes:

1. The diameter of an existing tree is measured 4 feet above the surrounding grade.
2. Any tree regardless of size can be removed when it represents a danger to property or the health, safety or welfare of any person or when it is diseased or severely damaged.
3. Up to 10 percent of the trees that are 8 inches or more in diameter that are located in a shoreland-wetland overlay district or a floodplain overlay district may be removed.

☐ **Proposed mitigation if required**

☐ Mitigation not required

☐ Number of trees planted on site [1]

These trees cannot be used to satisfy any other landscaping requirement. Please attach a plan showing where these trees will be planted.

☐ Number of trees mitigated with
payment in lieu for off-site planting

Total

This number should equal or exceed the number of trees that must be mitigated (Sections 4 and 5 above).

Notes:

1. The minimum diameter of a planted tree is 2 inches as measured 12 inches above the surrounding grade.
- Other Documents: