

MEMORIAL TREE PLANTING & BENCH POLICY



Policy on Memorial Trees

The City Administrator/Public Works Supervisor or designee (hereafter called City Administrator) manages requests for gifts of tree planting in City Parks or at City Facilities in the memory of a member of the community (at the Park Committee's discretion). The following conditions apply to the acceptance of a gift tree.

The City, with the approval of the City Administrator and the Park Committee, is pleased to accept an approved memorial tree, or a monetary gift of \$300 to cover the purchase, delivery, and planting of an approved tree. A Memorial Tree Application is to be completed and approved by the City Administrator and the Park Committee.

The City Administrator will help the donor select an approved species and an approved location. If a tree is to be supplied, the City Administrator will also approve of the source of the tree and the size. Trees should be of a size to ensure success.

The City Administrator will coordinate the planting time of the tree and oversee the planting of the tree.

Neither plaques nor commemorative markers are permitted on donated trees, although the donors are welcome to arrange a ceremony as a dedication.

The City may, at its discretion, dedicate a tree(s) or grove(s) in recognition of another individual or entity, though this is not typically done until the tree is of significant size and maturity, which may be many decades after planting.

The tree becomes the property of the City of Pateros and staff cannot guarantee the perpetuation of the tree. The City shall use best management practices to assist the memorial tree so that it survives and thrives. However, the City does not guarantee that a memorial tree will survive and is not responsible for the replacement of a memorial tree if it dies, is knocked over, or otherwise in need of removal.

Policy on Dedicated Benches



The City encourages significant donations to enhance the landscape of its City Parks, and such gifts may be recognized with a dedicated bench.

A dedicated bench is to have connection to the community at the Park Committee's discretion and approval.

The City Administrator/Public Works Supervisor or designee, (hereafter called City Administrator) with the approval of the Park Committee will identify locations where dedicated benches would be appropriate. Only such locations are considered for dedicated benches, and the wording to appear on the benches is subject to review by the Park Committee.

The City Administrator will work with the donor on selecting appropriate bench style. Benches are to be of municipal grade and low maintenance. Bench donations must also include a concrete pad for placement.

Donors also need to understand that the location of benches may be changed in the future at the discretion of the City as circumstances change, and that they will be retired at the end of their useful life.

Memorial Tree or Dedicated Bench Application



Name of Applicant _____

Address: _____ City: _____ State: _____ Zip: _____

Day Time Phone: _____ Evening Phone: _____

E-mail: _____

Name of Person Memorial Tree or Dedicated Bench is for, and connection to the Pateros community

Proposed Location for Planting: _____

Proposed Tree Species: _____

Plaques are only allowed on a Dedicated Bench. If applicable, please state below how the plaque would read: _____

Additional Comments: _____

Applicant must read the attached Memorial Tree Planting & Bench Policy and by signing below, applicant understands and accepts the terms stated herein.

Applicant

Date

This form must be signed for this application to be considered

Mail signed original copy of the application to: Pateros City Hall, P.O. Box 8, Pateros WA 98846

Office Use Only

Approved by City Administrator _____ Date _____

Approved by Park Committee _____ Date _____

To be filed with Museum Donation Paperwork

