



Charitable Donation Form – Tree Planting & Memorial Plaque

FOR OFFICE USE ONLY

Date Received: _____
Total Amount Due: _____

Approved: _____
Payment Date: _____

Today's Date: _____

Applicant Information:

Contact: _____ Phone: _____

Company: _____

Address: _____

E-mail: _____

Species/Type of Tree Requested to be Planted (all trees will be a minimum of 2" trunk diameter unless otherwise specified):

Memorial Plaque Information:

Do you wish to have a Memorial Plaque installed with the tree planting (check one)?

Yes: No:

If 'yes' which heading do you wish to have (check one)?

- "In Memory of..."
- "In Loving Memory of..."
- "Donated by..."
- "In Honor of..."

Please provide the individual, organization or business name only that you would like to have following the above heading. _____

Note: You will be charged actual costs for the tree and its planting and bronze plaque, mounting and installation of plaque plus one hundred (\$100) for staff time and future care of tree. Full payment must be received prior to ordering and installation of tree and/or plaque. The City reserves the right to refuse any request for a tree planting and plaque installation with or without cause.