



1530 McJohnson Avenue
Owensboro, KY 42303

270-687-8700
FAX 270-687-8708
www.owensboroparks.org



Memorial Tree Program Application

The Owensboro Parks & Recreation Department is pleased to offer a memorial program to honor and remember friends and relatives. The program is designed to assist the City through donor funding to plant a tree in locations identified as appropriate and suitable.

Name of Donor: _____

Address: _____

Phone: _____ Email: _____

Type of Tree Preferred: ___ White Oak ___ Red Maple ___ Redbud ___ Dogwood

Please circle one below.

In Honor / Memory of _____
Name

Proposed Location for Tree: _____

Include plaque (for a fee of \$175): _____ If so, proposed Wording for Plaque/Inscription:

MAKE CHECKS PAYABLE TO: CITY OF OWENSBORO

RETURN COMPLETED FORM TO:

Owensboro Parks & Recreation
Attention: Parks Director
1530 McJohnson Avenue
Owensboro, KY 42303

Signature of Applicant

Date

Member of the National Recreation and Park Association and the Kentucky Recreation and Park Society

Guidelines

- The location and any inscription on a marker or plaque must be approved by the City Designee.
- Final determination on tree species, location and planting will be determined and accomplished by Grounds Manager. If unable to accommodate a location or tree request, you will be contacted directly to discuss.
- Trees will typically be planted during the fall and spring, but may be ordered at any time.
- Some locations may not be available.
- No tree smaller than a 7 gallon container ball and burlap will be planted due to mortality rate of a container grown tree.
- Cost to purchase and plant a tree along with any inscription, plaque or marker shall be the responsibility of the donor. Plaque shall be a 4' x 6" bronze plaque or approved substitute.
- Cost of the memorial tree is \$350. The cost of the memorial plaque is \$175.
- The City reserves the right to remove or relocate the tree if the City determines that removal or relocation is in the City's best interest.
- Non-perishable items, such as photos, plastic flowers and beads, **are not permitted** and will be removed.

Persons wanting a Memorial Tree must fill out an application and submit it to;

Owensboro Parks & Recreation Department
 Attention: Parks Director
 1530 McJohnson Avenue
 Owensboro, KY 42303

The City will make every reasonable effort to maintain trees and plaques, but will not be responsible for acts of nature, survivability of trees, damage or vandalism. The City has sole and absolute discretion to make repairs or replace memorial trees, but **shall not be required** to replace or repair.

Your donation of a tree helps beautify our community, creates a sense of ownership and provides a meaningful amenity that thousands of users of the great outdoors can enjoy and appreciate as time goes by.

FOR OFFICE USE ONLY:

APPLICATION: **APPROVED** **NOT APPROVED**

APPROVED WITH CONDITIONS (EXPLAIN): _____

For Approval: _____

Signature of authorized City of Owensboro Representative

Date