

**City of Auburn Hills  
Memorial Tree & Bench Program**

Policy Number: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_  
Amended: \_\_\_\_\_

**PURPOSE**

To establish policies and procedures for the City Memorial Tree-Bench Program.

**STATEMENT OF POLICY**

It is the policy of the City of Auburn Hills to establish procedures and guidelines for City Staff to administer the Memorial Tree-Bench Program.

**BRIEF HISTORY OF PROGRAM**

The City Memorial Tree Program was initiated in 1990 by the Beautification Advisory Commission and offers individuals and families an opportunity to commemorate the life of a loved one through a living memorial – the planting of a tree in one of the city parks or other public spaces. All memorial trees are planted and cared for by city staff. In recent years, memorial benches placed in City Parks have become a second option for memorials.

**PROGRAM ELIGIBILITY**

Any individual can purchase a Memorial Tree or Bench, however, the individual being honored with the tree must have had some affiliation with the City of Auburn Hills. This affiliation can be: current or former residents; current or former business owners or employees of a business within Auburn Hills; current or former city employees; or some meaningful relationship with any of the above.

**PROCEDURES FOR MEMORIAL TREES**

- Person contacts the Parks and Recreation Department with interest in the program.
- A fee of \$40 is paid to the City (for plaque, marker post and planting). Fee is deposited into the Tree Fund, with these funds used for new and replacement plaque costs.
- A proper planting location is determined by city staff (working with the individual) and the type of tree is recommended for the site. These are tree types that will have a good chance of living to maturity.
- The individual then chooses and pays for the tree at a local nursery. A 2"-2 ½" caliper tree is the size desired by the city for a Memorial Tree. Cost range for this size tree is \$150 - \$300.
- The tree is tagged "City of Auburn Hills" by the nursery, then picked up by the City and planted by DPS staff in the pre-determined location.
- Wording for the 4" x 4" plaque is provided to the city by the individual. The plaque and marker post are installed by the city when the tree is planted.

Dedications and/or ceremonies are the responsibility of the individual or family, and can be held any day of the year during park hours of operation.

### **PROCEDURES FOR MEMORIAL BENCHES**

- Person contacts the Parks and Recreation Department with interest in the program.
- A fee of \$250 is paid to the City (for wood bench and inset plaque). Fee is deposited into the Tree Fund, noting Memorial “Bench”, with these funds used for new and replacement plaque costs.
- A proper bench location is determined by city staff (working with the individual).
- Wording for the 4” x 4” plaque is provided to the city by the individual. The plaque is installed on the bench by the city.

Dedications and/or ceremonies are the responsibility of the individual or family, and can be held any day of the year during normal park hours of operation.

### **PLAQUES**

The following information can be included on the plaque:

- Persons name (in memory of)
- Tree type
- An “Honor Statement” of no more than 50 letters
- Date or dates
- Donated by \_\_\_\_\_

The City has the right to refuse or reject plaque wording at their discretion.

### **RECORD KEEPING AND FORMS**

The Parks and Recreation Department will manage a database containing information about the Memorial Tree (who purchased it with contact information, the type of tree, location, date of planting, and other relevant information).

The Parks and Recreation Department will create and utilize a one-page form to be completed by the purchaser and will maintain a file of this information. The two-part form will also include basic Memorial Tree Program information for the purchaser to keep for their records.

### **MEMORIAL TREE CARE AND GUARANTEE**

The City will care for and guarantee the Memorial Tree and plaque for the natural life of the tree, not to exceed 50 years. This includes damage or death due to natural events, vandalism, or accident. If the property where the tree is located changes due to sale of property, new construction, or other changes, the tree will be moved (if age of tree allows) or replaced in a suitable location of city choice. Following the implementation of this policy, every attempt will be made to contact the purchaser with the information provided at time of purchase. This information is not available for all prior Memorial Trees planted up to this date (date here).

## **RESTRICTIONS**

- Memorial trees will only be planted in approved locations in city parks or other public spaces, not on private property or along private roads or drives.
- Final recommendation on tree location is provided by the City Arborist. The City will not plant a tree in an area determined to be unsuitable for long-term growth.
- Wreaths, flowers, decorations, signs and plantings are prohibited in and around the Memorial Tree. These items will be removed by City staff when found. The permanent, individualized plaque and marker post serve this purpose.
- There is a limit of three (3) Memorial Trees and/or Benches or combinations of trees and benches per person.

**City of Auburn Hills**  
**Memorial Tree and Bench Program**

**Applicant Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Alt Phone: \_\_\_\_\_

Location of tree-bench: \_\_\_\_\_

\_\_\_\_\_

Type of tree: \_\_\_\_\_

Date of planting: \_\_\_\_\_

Date of bench placement: \_\_\_\_\_

Plaque wording: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other notes: \_\_\_\_\_

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