

Commemorative Bench, Tree & Forest Program

Applicant Information

First Name		Last Name	
Street Number	Street Name		Suite/Unit Number
City		Province	Postal Code
Telephone Number	Mobile Number	Email	

Location

While the donor may suggest the proposed location, certain requirements shall apply. Please refer to the Commemorative Bench, Tree & Forest Program Policies and Procedures document at www.sarnia.ca

Name of Preferred Location (1st Choice)

Name of Preferred Location (2nd Choice)

Request for Tree/Bench:

Request (please check appropriate box)

- Waterfront - Signature Commemorative Bench..... \$2,000.00
- Parks - Commemorative Bench\$1,500.00
- Howard Watson Nature Trail - Commemorative Bench.....\$1,500.00
- Commemorative Tree..... \$300.00
- Memorial Forest Program - Heritage Park Tree.....\$300.00

Tree Choice and Installations Timeline

Parks and Recreation staff will assist citizens in determining a choice of a native or non-native tree that is best suited for the requested location.

Tree Plantings

Plantings are completed in the spring and in the fall annually.
 Requests for spring plantings must be received by March 1st.
 Requests for fall plantings must be received by August 1st.

Bench Installations

Applications received annually between September and April will be installed in June (weather permitting).
 Applications received annually between May and August will be installed in October (weather permitting).



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Plaque Wording (If Applicable)

***Applicable to Benches and the Memorial Forest Program only. Commemorative Trees do not include a plaque.**

Wording is to consist of no more than 120 characters. You must include spaces and punctuation as part of the allowed characters per line. Wording will be centered on the plaque and the layout will be at the City's discretion. Plaques are 4" x 6" in size. Messages will not be permitted if it detracts from the image of the City, indicates political affiliation, and/or may be considered discriminatory, derogatory, or offensive. To assist you, common phrases include "In Loving Memory of," "In Tribute To," or "To Commemorate."

Payment Information

Payment can be made on-line through the Donation Gifttool portal, only after the application has been reviewed. Payment and Application can also be submitted to the Parks & Recreation Office at Sarnia City Hall.

Parks & Recreation – Commemorative Bench, Tree & Forest
Program 255 Christina Street North
PO Box 3018
Sarnia, ON N7T 7N2

For more information call Parks & Recreation (519) 332-0330 ext.3209 or email parksandrecreation@sarnia.ca. The Commemorative Bench, Tree & Forest Policies and Procedures document outlines the terms and conditions that allow for the provision of commemorative park benches & plaques and commemorative trees.

Payment Received (due with application, or after review): Y/N

I Would like a Tax Receipt? Yes No

I have read the Commemorative Bench, Tree & Forest Program Policies & Procedures and Agree with Terms/Conditions. Yes No

Signature

Date (yyyy-mm-dd)

For Office Use Only

Approved: Initials _____	Installation Intake: _____	Date Received: _____	Plaque Ordered Date: _____
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Approved: Park Staff Initials _____	Site Meeting: _____	Location Determined: Y__N__	Date Installed:
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