

**City of St. Louis Park  
Parks & Recreation**

**Honorarium/Memorial Tree and Bench Policy**  
Effective January 1, 2010

**Trees**

- Plant 2 times per year: Spring (May/June) and Fall (September/October)
- No marker or signage allowed
- Donor, with approval and guidance of City staff, selects park and type of tree
- Size of tree to conform to City standard for new tree planting (2" caliper for deciduous trees or 6' tall for conifer trees)
- Tree to be planted during normal business hours (**7:00am – 3:00pm, M - F**)
- Tree guaranteed for survival for 1 year after installation date
- Plastic tree guard provided for deciduous trees (included in donation cost)
- Costs incurred by donor: total purchase cost of tree, including shipping and tax
- Costs incurred by City: planting of tree (**labor and equipment**)
- Donor should water, as much as possible
- Certificate commemorating donation to be given to donor
- Contract completed with prepayment before tree ordered

**Benches**

- 1 memorial bench style available:
  1. DuMor metal with inlaid bronze plaque (**for all parks and as option for Nature Center**)
- Installation time period to occur between June -October
- Donor, with approval and guidance of City staff, selects park
- Location of bench, within park, determined by City staff
- Costs incurred by donor: total bench purchase costs (**including tax, shipment and installation materials (i.e. concrete)**)
- Costs incurred by City: installation of bench (**labor and equipment**)
- Contract completed with prepayment before bench is ordered
- Certificate commemorating donation to be give to donor

## **Bench Descriptions**

### **DuMor**

A traditional garden-style favorite in an all-steel design. The design includes a graceful arched back, with a custom cast bronze plaque in-laid into the back. The bench length is 6 feet, with the bench color green. This bench will be mounted onto a concrete slab.

## **Neighborhood Association Bench Requests - Only**

- 1 bench type available: standard Wabash Valley metal coated, brown park bench
- **Association costs to include:** bench purchase (including tax and shipping), installation materials and installation costs (labor and equipment costs)
- Association, with approval of City staff, select park for bench placement
- Location of bench, within park, determined by City staff
- All bench requests/orders must conform to approved Neighborhood Revitalization Grant Specifications

**City of St. Louis Park  
Parks & Recreation**

**Memorial Tree & Bench Contract**

Donor Name \_\_\_\_\_

Donor Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_

Name of person honored by memorial :  
\_\_\_\_\_

Type of memorial: (circle one)      Tree                      Bench

- If tree, type of tree: \_\_\_\_\_
- If bench, type of bench: \_\_\_\_\_
- Park dedicated for memorial: \_\_\_\_\_

Preferred date of memorial installation \_\_\_\_\_, 2010. (Weekdays only)  
Preferred time (if requested) of memorial installation \_\_\_\_\_  
(Between 7:00am -3:00pm)

**Total cost of memorial due to City prior to order\* of memorial**

\$ \_\_\_\_\_

Tree cost = \$300.00 (for 6' conifer or 2" diameter, balled in burlap tree)  
DuMor Bench cost = \$2200.00 (includes all costs of purchase, delivery and installation)

Donor Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Ordering and shipping of tree or bench can take from 4 – 8 weeks

Location of memorial within dedicated park: \_\_\_\_\_(City Staff use only)

**Memorial Inscription to Read (must be 50 characters/letters or less):**

**(Bench Memorials only)**

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**For more information or to send application, along with check for full amount (made to; City of St. Louis Park), contact:**

**Jim Vaughan  
Environmental Coordinator  
City of St. Louis Park  
3700 Monterey Drive  
St. Louis Park, MN 55416  
952-924-2699  
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