



# MEMORIAL TREE POLICY

Granville Recreation District  
130 Granger St.  
PO Box 483  
Granville, OH 43023  
[www.granvillerec.org](http://www.granvillerec.org)  
740.587.1976

# **GRD MEMORIAL TREE POLICY**

## **I. POLICY**

The intent of this memorial tree policy is to recognize and assist Donor's plans to commemorate or honor family, friends, or events within GRD managed properties and facilities. This policy establishes funding requirements and standards for all tree donations.

The GRD will assist donors selecting an appropriate location. Locations and species are based on need, public convenience, ease of maintenance, and other factors. Donors are responsible for all costs associated with purchase, installation and delivery of memorial trees.

## **II. PROCEDURES**

This policy establishes the procedures for interested parties to request the placement of a memorial Tree on GRD managed properties and facilities. It also includes information related to the purchase, installation, and maintenance for memorial trees.

The procedure for requesting a memorial Tree is as follows:

- a. Requests for permission to install a new memorial tree, replace a memorial tree, or replace a memorial tree plaque shall be directed to the GRD Executive Director, 130 Granger Street, Granville, Ohio.
- b. All requests shall be made by completing the Memorial Tree Application, which is attached to this policy. The completed form shall be submitted to the Executive Director and Maintenance Director for processing.
- c. In addition to the form, the requestor shall submit a certified payment in an amount equivalent to the cost of ordering the tree. Once a memorial tree location has been approved by the Executive Director and Maintenance Director:
  1. The donor and GRD Staff shall approve the wording of the Tree plaque.
  2. The GRD will order the tree from the local vendor.
  3. The GRD will install the tree when received and conditions and circumstances permit.

## **III. PUBLIC LOCATIONS**

Requests for memorial trees shall be reviewed and authorized by the Executive Director and the Maintenance Director and the appropriate Village of Granville or Granville Township Administrator.

Locations on private property are not subject to these regulations, but are potentially governed by the Village of Granville or Granville Township Codified Ordinances.

Goals for public memorial tree locations:

- a. Destinations within GRD managed properties and or facilities
- b. Provide an ecological / environmental benefit to the park, trail and facility
- c. Beautify our parks, trails and facilities

#### **IV. MAINTENANCE AND REPLACEMENT**

The GRD shall provide normal maintenance of the tree and its surrounds during its useful life. Normal maintenance generally includes pruning and general cleaning of the grounds around memorial trees. The GRD is not responsible for replacement of damaged or stolen trees. The GRD reserves the right to determine if a tree is no longer usable or has reached the end of its useful life. A memorial tree that has reached the end of its useful life, or is damaged or destroyed for any reason, may be replaced at the donor's expense. All memorial trees placed on GRD managed properties and facilities become the property of the GRD at the time of installation.

## Application for Memorial Tree

To place an order for a Memorial Tree, please complete this form and send it to the attention of: Andy Wildman, Executive Director, Granville Recreation District, 130 Granger, Granville, Ohio 43023. The fee for trees varies, therefore once we receive this application, with the correct wording, we can get an exact quote from the vendor for the final price.

**Plaque as you would like it to read (please type or print clearly):**

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**Requested Location of Tree:** \_\_\_\_\_

### **Contact Information**

1) Contact Name: \_\_\_\_\_

2) Address: \_\_\_\_\_

3) Phone Number: \_\_\_\_\_

4) Fax Number: \_\_\_\_\_

5) Email Address: \_\_\_\_\_

**Signature of applicant:** \_\_\_\_\_

### **For Office Use Only**

Date Submitted: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Date Tree Installed: \_\_\_\_\_