



# Community Tribute Tree Program

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

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

Applicant Contact Info.:  
Billing Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Alt. Phone Number \_\_\_\_\_  
Email \_\_\_\_\_

Address \_\_\_\_\_

Applying For:  
Tribute Tree (\$750.00 + GST) \_\_\_\_\_

Preferred Tribute Tree Location: \_\_\_\_\_  
Preferred Tree Species: \_\_\_\_\_

Location Approved By: \_\_\_\_\_

Plaque Proof (copy attached)      Yes      No

Approved By: \_\_\_\_\_

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

### Installation

Plaques will be installed within four (4) weeks following receiving them at Public Works

Payment Received      Credit Card \_\_\_\_\_      Debit \_\_\_\_\_

Applicant Signature \_\_\_\_\_ City Representative Signature \_\_\_\_\_

<b>Office Use Only</b>	
Plaque proof (copy attached)	<input type="checkbox"/>
Plaque approved by: _____	Date: _____
Install confirmed by: _____	Date: _____
Term end date: _____	
Application reference # _____	

**For tribute trees, the cast bronze plaque must meet the following specifications:**

***Plaque Style:***

Style: 530, Raised Edge, Square Corners or 520 Bevel Border;

Size: 5 inches wide by 5 inches high;

Sides: Single Sided;

Thickness: 0.375 inches;

Face Finish: Raised Horizontal Brush or Orbital Finish;

Edge Finish: Raised and Brushed;

Background: PLE03/Painted 0070 Heritage Brown or PLT04 Brown

Mount: Concealed/Flush with (4) 6-32 Stainless Steel Threaded Pins and Epoxy.

The City assumes no responsibility for claims or damages resulting from errors in layout, formatting or design, including but not limited to errors in wording, spelling, or other inaccuracies related to inscribed information.

At no time will the City display text deemed to be inappropriate in nature, or supporting discrimination, prejudice, or violence.

The City reserves the right to decline any applications at their discretion.

A post may have a maximum of one tribute plaque affixed at one time. Staff will assist applicants to locate an available location.

Plaques shall not be inscribed with dates indicating years of birth or death.

Images are not allowed on plaques.

City staff will consult with applicants to locate a specific planting location for trees within a pre-defined area.

The City reserves the right to determine which tree species or varieties may be used as tribute trees.

Tree planting will take place no more than twice annually.

Only City staff are permitted to plant trees. Once planted, tribute trees become the property of the City.

Plaques will remain the property of the applicant.

The City is not responsible for the theft, damage or vandalism to any supplied plaques but will endeavor to remove superficial vandalism, such as graffiti, to the best extent possible.

The City will maintain trees installed under this program as required and will replace individual trees that are removed due to disease, death or other reasons.

If, in the opinion of the Director of Public Works, a plaque is no longer serviceable, the City will return the plaque to the applicant who may choose to supply a replacement plaque for installation.

Should an applicant request to withdraw from the program at any time, the plaque will be removed and returned to the applicant and no refund will be owed to the applicant.

Where a plaque is removed due to damage and the City is unsuccessful in contacting an applicant within 180 days, the applicant will be deemed to have forfeited any remaining term.

Only City staff are allowed to either affix or remove plaques from City posts.

**Submitting your Application**

Applications can be sent to [PW@sprucegrove.org](mailto:PW@sprucegrove.org) or for more information call 780-962-7584.