

Port Washington Parks and Recreation Department

## Celebration Tree Program Application

Drop off or Mail Completed Application to:  
 Port Washington Parks & Recreation Department  
 100 W Grand Ave Port Washington, WI 53074

Donor Information	
First Name	Last Name
Street Address	City, State Zip
Phone	Email
Name of Person/Event Celebrated	

Celebration Tree	
Tree Species	Installation - Preferred date/time (weekdays 7:30am-3:30pm)
Park Location	(city staff use only) Location w/in Park

Total Cost (due to City upon approval application)	
<b>TOTAL COST</b>	
Donor Signature	Date:
City Staff Signature	Date:

*The Port Washington Parks & Recreation Department realizes that no physical structure is eternal and that this gesture of a tree has a limited life. The Port Washington Parks & Recreation Department will maintain, honor and recognize the life expectancy for a normal, urban tree based on species and conditions. The city may opt at any time to remove any tree donation and not replace if said gift is unsound, dangerous or unusable. Ordering and shipping of tree can take up to 12 weeks*

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## Celebration Tree Program Policy

*It is the policy of the Port Washington Parks & Recreation Department to accept donations for the purpose of planting trees within City Parks to offer the opportunity to honor someone special, to remember a loved one, or to recognize a special event or achievement. We are grateful you are considering a donation to the Port Washington Parks & Recreation Department. If you choose to pursue this gesture, we will make every effort to accommodate your wishes as they align with this policy.*

**Donation Purpose:** Donations will be accepted only for the purpose of:

- a.) purchasing and planting of trees approved by the city.

**Recognition:** Trees are not individually recognized therefore there will be no designation on or around the tree itself.

**Tree Selection and Location:** With approval and guidance of City staff, donors choose from a predetermined list of acceptable tree species and their installation location. Tree sizes will conform to the city standard for new tree plantings which are: Deciduous Trees Caliper = 1.5"-3", Conifer trees = 6' tall. A plastic tree guard is provided for young trees and is included in donation cost. Port Washington Parks & Recreation Department may add or subtract tree selections, as it deems necessary.

**Ordering and Installation:** City staff will contact donor with confirmation of receipt of completed application and donation which are both required before tree is ordered. After tree order has been delivered to the city, the installation will be coordinated and scheduled by the city staff with the donor. Trees are to be installed during normal business hours (7:30 am – 3:30 pm, M - F). A ceremony or gathering at the time of installation is permitted but must be arranged in advance with City of Port Washington staff.

**Costs:** All costs related to a Celebration Tree shall be at the expense of the donor. These cost includes: cost of tree, shipping & labor, installation materials and repair or replacement if necessary.

**Maintenance:** City staff shall maintain a record of each donation. The record shall contain all pertinent information such as the donor's name, plaque inscription, and tree type and location. Special maintenance requests for specific trees will not be granted except in cases of safety concerns or damage. If a donated tree is vandalized or damaged by an act of God, the Parks and Recreation Department will make every effort to repair the tree within the limits of its available funding. If the tree cannot be repaired or replaced, and if it is a hazard or is unsightly, the Parks and Recreation Department may remove the tree. Any plaque or tree which is installed without the approval of the City may be removed at the expense of the party who installed it. The city reserves the right to relocate the tree for safety, environmental, or land management reasons. In the event that this occurs, the donor will be notified of the new location.

**Ownership:** The city holds ultimate ownership over all donated trees, and it is prohibited for applicants to decorate, personalize, or add adornment to any tree.