

# Commemorative Tree and Bench Program

Applicant Information		
First Name:		Last Name:
Street Number:	Street Name:	Suite/Unit No.:
City/Town:	Province:	Postal Code:
Primary Telephone Number:		Email:

Location	District (check one)
Name of Preferred Park (1 <sup>st</sup> Choice)	Morrisburg Iroquois Williamsburg Riverside Matilda
Name of Preferred Park (2 <sup>nd</sup> Choice)	Morrisburg Iroquois Williamsburg Riverside Matilda

## Request for Tree/Bench

Request (please check appropriate box)

Commemorative Bench- Tahoe Series



Commemorative Bench- Moraine Series



Commemorative Tree without Plaque

Commemorative Tree with Plaque

Commemorative Bench and Tree (including plaque for bench)

Moraine Series + Tree

Tahoe Series + Tree

Commemorative Plaque (on existing tree or bench)

\* Fees are reviewed annually and subject to change

\* If at any point the applicant requests an amendment to the application, a complete and updated application must be re-submitted

## Tree Choice

1.

2.

## Plaque Wording

Personal Wording: 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 centre on the plaque and the layout will be at Municipality's discretion. Tree Plaques are 2" x 4 ½" in size and Bench Plaques are 2" x 6" in size. To assist you, common phrases include "In loving Memory of" or "in Tribute to" or "To Commemorate".

Your preferred wording:

## How to submit the Application and form and payment

### **Application Process**

- 1) Applicant submits completed application to staff via email or in person at the front desk of the Municipal Centre
- 2) Staff procure quote in accordance with the application
- 3) Quote is provided via email to the applicant for approval
- 4) Once the applicant provides written approval to proceed with the purchase, staff complete purchase
- 5) The item is shipped to the Municipality of South Dundas
- 6) Staff install the item in accordance with the submitted application
- 7) Staff inform the applicant of successful installation and provide them with further directions to complete payment

Please submit this application form via email to [amarcellus@southdundas.com](mailto:amarcellus@southdundas.com) or in person at the Municipal Centre

Once your application has been approved. Staff will contact you with further information.

For additional information, please call the Program Administrator at 613-543-2673 or email [mail@southdundas.com](mailto:mail@southdundas.com) with email title: Commemorative Tree and Bench Program.

All donations and/or in-kind donations made to the Municipality and its agencies must be given unconditionally and voluntarily without any expectation of benefit.

Applicant Signature:

Staff Signature:

Date:

Date: