



TOWN OF ST. JOHN PARKS & RECREATION

Memorial Tree Guidelines

The Town of St. John Parks and Recreation Department memorial tree program is a meaningful and distinctive way to pay tribute to a deceased loved one, to honor someone you respect, say thanks to a person or group, or to commemorate life events. A memorial tree is a gift that will be enjoyed by community members and park visitors and be a constant remembrance of the reason it was given. The program will involve the placing of trees in specified areas within the Town of St. John parks system. The following information is intended to clarify the terms, conditions and requirements for the program.

DONATION: Memorial Trees will be installed for a donation of **\$500.00**. The donation includes the tree and a plaque to be installed near its base.

SITE SELECTION: The parks department will work with the applicant to find a mutually agreeable location. The parks department reserves the right to select the final location based on landscape design, terrain and space.

TREE SPECIES: The parks department will work with the applicant to select an appropriate tree species based on the category selected on the application (shade, ornamental, evergreen) as well as the finalized location. The tree species selected may be dependent on availability. The list of approved trees includes the following:

SHADE	ORNAMENTAL	EVERGREEN
<ul style="list-style-type: none"> • Sugar Maple • Autumn Blaze Maple • Sun Valley Maple • Brandywine Maple • Swamp White Oak • Red Oak • Male Ginkgo • Basswood (Little Leaf Linden) • Hackberry • Tulip Tree 	<ul style="list-style-type: none"> • Flowering Crabapple • Japanese Tree Lilac • Serviceberry • Flowering Dogwood • Redbud • Limelight Hydrangea 	<ul style="list-style-type: none"> • Blue Spruce • Norway Spruce • White Spruce • Black Hills Spruce • White Pine
LIST IS SUBJECT TO CHANGE BASED ON AVAILABILITY		

PLANTING: Trees are typically planted during the spring or fall when planting success rate is best. Scheduling of the tree planting will be at the discretion of the parks department. The parks department will work with the applicant to find a mutually agreeable date, which is contingent on weather, soil conditions and staffing.

WARRANTY: The parks department will provide a one year warranty on memorial trees. If the tree dies, is damaged, or destroyed within one year from the time it is planted, the department will make every effort to replace it with the same species with a 1 ½ inch caliper tree. The warranty does not cover destruction due to acts of God (fire, lightning, high winds, tornadoes, unstable soil or heavy rains).

TERMS: All donated items become the property of the Town of St. John Parks and Recreation Department and will be maintained according to department policies and procedures.



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Memorial Tree Application

APPLICANT INFORMATION

Name: _____ Date: _____

Organization (if applicable): _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

TREE/PLAQUE REQUEST

Tree Style: Shade Evergreen Ornamental

Plaque Inscription: In Memory of In Honor of Dedicated to Other _____

Honoree's Name: _____

Third Line: _____

LOCATION REQUEST

Park Name/Preferred Location: _____

TERMS

By signing this form, I understand that the requests made are subject to approval by the Town of St. John Parks and Recreation Department. I also understand that the tree is a donation to the Town of St. John Parks and Recreation Department and will be maintained according to department policies and procedures.

Applicant Name (Print): _____

Applicant Name (Signature): _____

Date: _____

PAYMENT INFORMATION

- The donation amount per tree is **\$500.00**. Checks can be made payable to the Town of St. John (Fund 2509317)
- Forms are accepted by mail or dropped off to the St. John Town Hall, 10955 W. 93rd Ave., St. John, IN 46373

For more information, please contact the Town of St. John Parks & Recreation Department at 219-365-6236 or email parks@stjohnin.com.