



# City of Galena, Illinois

## Donation of Public Trees

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### Policy Details:

The City of Galena accepts donations for planting trees in city parks and public areas. Donations are accepted according to the following conditions:

1. The applicant must complete this form to initiate review of the donation request;
2. The applicant may request a particular species and location for the tree, but the final species and location decisions will be made jointly by the Director of Public Works, Facilities Manager and City Administrator. The species and location decisions shall consider the expected maintenance and mature size of the proposed species as well as the relationship to existing trees, utilities, buildings, etc.;
3. The tree shall be the property of the City of Galena and the City retains the right to relocate or remove the tree if and when it is considered necessary to do so;
4. The City will be responsible for the replacement of the tree if the tree is severely damaged, dies or removed for any other reason. Replacement trees will match the species and size of the original tree when planted as closely as possible;
5. A donation of an amount equal to the cost of the tree and all expenses required to plant, mulch, and stake the tree is required for each approved tree. The donation must also cover the cost of a plaque and its installation (the plaque is optional);
6. The City will be responsible for purchasing, planting, staking and maintaining the tree;
7. Each approved applicant will, at his or her option, be entitled to 12" x 12" stone marker (laid flat) memorializing the special contribution to the City. The stone will be mounted in a small concrete pad level with ground. The text on the stone may include the name of the donor, the name(s) of the person(s) the donor wishes to memorialize or recognize, and relevant dates;
8. Anonymous donations cannot be accepted.

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### Donation of Public Trees Application:

Name of Applicant \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Number of Trees Requested: \_\_\_\_\_ Total Cost (Please consult with city staff): \$ \_\_\_\_\_

Requested Location for Tree(s): \_\_\_\_\_ Requested Species: \_\_\_\_\_

Optional. Requested Text for Stone (please limit to 75 characters): \_\_\_\_\_

\_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_