



Public Works Department  
**MEMORIAL TREE AND BENCH PROGRAM**  
**APPLICATION FORM**

**Applicant:**

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

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

**Type of Memorial:**

Memorial Tree (15-gallon) and Plaque

Type of Tree Requested \_\_\_\_\_

Memorial Bench (6 ft. bench) and Plaque

Please choose one of the following plaque descriptions:

Dedicated to

In Memory of

In Loving Memory of

Dedicated to the Memory of

Given in Loving Memory of

In Celebration of

In Honor of

In Honor and Memory of

In Tribute to

In Appreciation of

In Grateful Appreciation of/to

**In addition, please provide any additional inscription** (maximum of 10 lines of text and 40 characters (including spaces) per line allowed on the tree plaque and a maximum of 3 lines of text and 20 characters (including spaces) per line allowed on the bench plaque):

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**Fees:**

Memorial Tree and Plaque (15-gallon tree) - \$950

Memorial Bench and Plaque (6 ft. bench) - \$1,960 or \$3,720 *depending on width of sidewalk*

**Park Location:**

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**I have read, fully understand and agree to abide by the Memorial Tree and Bench Policy**

My signature below indicates that I have read this document in its entirety, and understand that:

- A. The Public Works Department makes all final decisions, including but not limited to availability, bench style, bench location, tree type, tree location, and application approval.
- B. All language used on the plaques is subject to approval.
- C. All memorial items are the property of the City of Fountain Valley and will be maintained according to the Memorial Tree and Bench Policy
- D. The Memorial Tree and Bench Policy can be stopped, or temporary put on hold at any given time without any notice.

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

*Please allow up to 4-6 weeks for review process completion.*

<u>Office Use Only:</u>	
Reviewed By:	Date:
Approved: _____ Yes _____ No	
Approved Location:	
Fees:	