

MEMORIALS PROGRAM APPLICATION

The **Memorials Program** is open to anyone who would like to place a bench or tree in memory of a special person, event, or memory. (Full details on reverse.)

PERSONAL INFORMATION	
Name	Phone
Street Address	
Email Address	
MEMORIAL DETAILS	
<p>Memorial Type (choose one):</p> <p><input type="checkbox"/> Memorial Bench with Plaque</p> <p><input type="checkbox"/> Memorial Tree without Plaque</p> <p><input type="checkbox"/> Memorial Tree with Plaque</p> <p><i>Memorial Benches</i> are placed annually between May 1 and July 31. To have your tree installed during the current calendar year, please complete an application by March 1.</p> <p><i>Memorial Trees</i> are placed twice each year, once in the Spring and once in the Fall. To have your tree installed during the current calendar year, please complete an application by February 1 for the Spring deadline or August 1 for the Fall deadline.</p>	
<p>Engraving (if applicable)</p> <p>Plaque engraving allows for a maximum of four (4) lines.</p>	
<p>Location Request</p> <p>Please provide two (2) preferred locations inside Municipal Limits for your Memorial Tree.</p> <p>1. _____</p> <p>2. _____</p>	
AGREEMENT	
<p><input type="checkbox"/> I AGREE to the terms and conditions (see reverse) regarding the placement of a Memorial Bench/Tree, including placement, care, and warranty.</p>	
_____ <i>Signature</i>	_____ <i>Date</i>

MUNICIPALITY OF
**EASTERN
CHARLOTTE**

MEMORIALS PROGRAM

Memorial Bench

Benches are placed annually between May 1 and July 31. To have your Bench installed during the current calendar year, please complete an application by March 1. The municipality may limit the number of benches purchased in a calendar year.

Each Memorial Bench will be located on a concrete pad or sidewalk. The municipality reserves the right to move the bench(es) if necessary. Benches will be placed on municipal-owned or public property.

Benches and plaques are under warranty for two (2) years. Agreements will be in place for a period of ten (10) years with an option to renew. All repairs and painting to be completed by the municipality.

Memorial Tree

Trees are placed twice each year, once in the Spring and once in the Fall. To have your Tree installed during the current calendar year, please complete an application by February 1 for the Spring deadline or August 1 for the Fall deadline.

The municipality is responsible for overall maintenance of the tree over the course of its life cycle. Trees are under warranty for two (2) years, and if needed, the municipality will be responsible for replacement during that time.

Plaques will be maintained for two (2) years at no additional cost, after which responsibility of plaque is to the original purchaser.

Please advise of two (2) preferred locations on municipality or public lands. Final location of Memorial Trees is at the discretion of Council and the Chief Administrative Officer (CAO).

Engravings

Plaque engravings are limited to a maximum of four (4) lines. Plaques requested for Memorial Trees will be set at the base of the Memorial Tree in a concrete footing.

FOR OFFICE USE ONLY		
Received Date	Approval Date	Amount Paid
Comments / Installation Notes		
Install Location		
Install Date	Installed By	