



Springettsbury Township Parks & Recreation Department Tree and Bench Dedication Policy

Purpose

This policy provides the opportunity for residents to dedicate a tree or park bench within the Springettsbury Township Park System to memorialize an individual, or to commemorate a special occasion. Additionally, the dedication of trees and benches helps enhance and beautify Springettsbury Township's parks while helping to meet our vision of developing a premiere park, recreation and open space system.

Types of Dedications

Trees – Donors may choose any Township park with planting availability. Tree species can be selected from lists created for each park. A plaque with a custom inscription will be installed at the base of the tree when planted.

Benches – Donors may choose any Township park in which benches have been identified as needed. A plaque with a custom inscription will be mounted on the bench.

Dedication Guidelines

All dedications shall be in compliance with the following:

1. Dedications will be acknowledged by a custom plaque. The plaque is symbolic of the dedication and does not entitle the donor to ownership of the particular donated item. The Township will have final approval of commemorative plaque, style, and wording.
2. The dedication will be limited to the selected plant material, amenities, and locations consistent with Township landscape plans and standards. The donor, with approval and guidance from the Director of Parks and Recreation, will select the park, tree species or bench from an approved list.
3. Dedication requests may be made at any time of year but planting time (likely in the spring or fall) will be determined by the Township based upon the best time to plant the particular species chosen.
4. The Township will take reasonable care to preserve newly planted trees. Donors must realize that there may be conditions beyond the Township's control that threaten plantings. Trees have limited life spans and are subject to natural disasters, vandalism, disease, and abuse. The Township will not replace a dedicated tree unless it dies within one year of installation.
5. The Township reserves the right to relocate or remove the tree, plaque, or bench to accommodate future development or changes in site conditions at any time. If a dedication needs to be removed or relocated the Township will contact the donor to discuss alternative locations. The Township will make the final determination.
6. The Township will not be held responsible for damaged plaques resulting from vandalism or any other condition or act that would require replacement. Plaque replacement or repair will be at the expense of the donor.

7. Complete funding for the donation must be processed before commencement of any work. The current donation levels are stated herein. These amounts will be subject to annual review and adjustment as needed.
8. A maximum of 4 lines permitted on plaque. Character size will not exceed 1/2 inch. Plaque size will be approximately 4" x 8". Plaque language is subject to review and approval by the Director of Parks and Recreation.
9. A ceremony or gathering at the time of dedication is permitted but must be arranged in advance with the Township and must be done in accordance with Township Ordinances. To ensure public use and safety, memorial wreaths, flowers or any other items placed for a private gathering or ceremony must be removed immediately following the dedication by the donor.
10. This policy does not supersede any regulations or ordinances of Springettsbury Township.

Current Price List

Dedication Element	Neighborhood Parks	Springettsbury Township Park
Shade Tree*	MARKET PRICE	MARKET PRICE
Flowering Tree*	MARKET PRICE	MARKET PRICE
New Bench**	MARKET PRICE	MARKET PRICE

*Tree price includes the cost of 2.5" caliper (approximately 7'-10' in height) shade tree or 2" caliper (approximately 6' - 8' in height) flowering tree from a local nursery, a custom 4"x 8" plaque installed near the base of the tree, shipping, installation, soil amendments and mulch. Pricing is current market price.

**New Bench Prices includes the cost of a 6' bench from an approved manufacturer, custom plaque, shipping, installation, and labor. Pricing is current market price.

Donors

Please review the various types of dedications, current price list, and policy before completing the attached Dedication Application. You are encouraged to contact the Parks and Recreation Department at 717-757-3521 to discuss how to get started on the type of park dedication that best meets your needs and fits with our current park planning processes.



Springettsbury Township Tree and Bench Dedication Application

All applications are reviewed for appropriateness and subject to approval. Please print legibly.

1. Donor Information

Name _____ Phone _____

Address _____ Fax _____

City, State, Zip _____ Email _____

2. Dedication Type (Please check type)

Shade Tree

Flowering Tree

Bench

3. Park and Tree Species Selection

Please check the park location for your dedication from the list below. If dedicating a tree, please contact the Townships Parks and Recreation Department, 717-757-3521. Parks not listed are not available for tree plantings or benches at this time.

<input type="checkbox"/> Camp Security Park	<input type="checkbox"/> Fayfield Park	<input type="checkbox"/> Kingston Park	<input type="checkbox"/> Penn Oaks Park
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<input type="checkbox"/> Rockburn Park	<input type="checkbox"/> Springetts Oaks Park	<input type="checkbox"/> Springettsbury Township Park
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**Denotes a flowering tree*

4. Plaque Inscription

Please print your text in the space provided. (Maximum 4 lines of text.) Content will be reviewed for appropriateness and subject to approval.

5. Payment

Please refer to the current price list and make your check payable to Springettsbury Township. *Your gift is tax deductible to the extent allowed under the law.*

I have read, fully understand, and agree to abide by Springettsbury Township’s Park Tree and Bench Dedication Policy. My signature below indicates that I have read the policy in its entirety and understand that the dedication does not entitle me to ownership of the particular dedicated element.

Signature of Donor: _____ Date: _____

Please return this application and your payment to:
Springettsbury Township Park & Recreation Department
Attn: Park Dedications
1501 Mt. Zion Road
York, PA 17402

All questions regarding tree and bench dedications need to be directed to the Parks and Recreation Department at 717-757-3521. Thank you.