

Tree and Bench Donation Program Policy

(Please read and sign below)

1. This policy is designed to enable residents and park users to support Somerville parks by making a donation towards the purchase of a bench or tree. Donations will be acknowledged by a commemorative plaque. The plaque is symbolic of the donation and does not entitle the donor to ownership of the particular donated element. The City of Somerville shall be the owner of the donated tree or bench.
2. Only tree and bench donations are covered by this policy.
3. Donation applications will be reviewed throughout the year; however, plaques, trees, and benches will be installed only twice per year – during the Spring and Fall.
4. Complete funding for the donation must be processed before the commencement of any work. The current donation levels are stated herein. These amounts are adjusted periodically.
5. A donation period will last ten (10) years. Within this time, the City of Somerville's Parks and Open Space Department ("Department") will replace a park tree or bench donation and/or plaque up to one time if deemed necessary by the Department design review staff.
6. After ten (10) years, the donated element will be available for renewal for the cost of a new donation with the first right of refusal given to the original donor. It is the donor's responsibility to contact the City prior to the end of the term. If the original donor opts not to renew, the donated element and plaque may be removed or modified (including without limitation to recognize another donor) at any time.
7. The Department retains the right to relocate a donated element and plaque at any time.
8. The Department, in collaboration with the donor, will determine the tree species and location.
9. A bench may only be installed in a new location with the approval of the Department.
10. A maximum of 4 lines of text and 40 characters per line is permitted on the donor recognition plaque. Text is subject to the approval of the Department design review staff.
11. This policy does not supersede the regulations or ordinances of the City of Somerville, and shall be interpreted consistent with applicable state and local laws.

–End of Policy–

Signature:_____

Date:_____.