



VILLAGE OF FAIRPORT TREE BOARD

Memorial Trees

Adopted/Approved by Village of Fairport Tree Board May 13th, 2020

Process/Procedure for Acceptance, Planting, and Maintenance of Privately Funded "Memorial Trees"

Effective with the adoption of this process and procedure, the Village Tree Board will entertain requests from private groups or individuals to accept a donation to the Village of a tree to be planted in honor or in memory of an individual, group, or organization (a memorial tree). Formal acceptance of any such donation will be by the Village Board on the recommendation of the Tree Board and, upon acceptance, purchase, and planting, all memorial trees become the property of the Village of Fairport.

All requests to donate a tree(s) must be made in writing and addressed to the Village Tree Board. The Tree Board will consider any requests submitted at their next regularly scheduled meeting, at which time the Tree Board may decide to recommend the proposed donation for approval, decline the donation, or defer action to their next meeting. All such decisions of the Tree Board will be communicated to the prospective donor in writing. Decisions of the Tree Board in this regard may be appealed to the Village Board.

In addition to following the above detailed process, private groups or individuals wishing to donate a "memorial tree" to the Village must further agree to the following terms and conditions regarding acceptance of the donation:

1. The full cost of purchase and planting of a memorial tree is to be paid by the group or individual making the donation. If planted by a tree nursery, the actual planting cost will be included as part of the cost of donation. If planted by Village forces, one-half the cost of the tree or a minimum fee of \$50.00 will be charged by the Village for planting.

2. The planting location of all memorial trees will be at the sole discretion of the Tree Board at Village-owned locations determined by the Tree Board. The timing of all memorial tree plantings will also be as determined by the Tree Board (most often in late Fall).

3. The selection of tree species may be made by the donor from a list of

memorial tree species predetermined by the Tree Board and based on the nature of the donation and the selected planting site.

4. Where desired, a plaque, in a size and design as is determined by the Tree Board, may be requested by the donor. The donor shall be responsible for furnishing the plaque, which should not exceed 7 inches in width or 5 inches in height and have at least two screws or posts on the back. Village staff will install plaque in standard concrete monument and install at planting location. The cost of the plaque itself, as well as the installation cost, \$50.00 must be paid by the donor.

5. Maintenance of all memorial trees (once planted) will be the sole responsibility of the Village, and will be done solely by Village forces, or the Village's authorized contractor. Donors may not fertilize, trim, or otherwise maintain memorial trees.

6. In the unlikely event that a memorial tree dies, the Village has the sole right to remove the tree at Village cost. The donor shall have no recourse against the Village, including no right to replacement of the dead tree. All reasonable attempts will be made by the Village to ensure the all memorial trees remain healthy.

7. In the unlikely event that a memorial tree plaque and monument is damaged, or goes missing, the Village has the sole right to remove the plaque and monument at Village cost. The donor shall have no recourse against the Village, including no right to replacement of the of the plaque and monument. The donor may request a new plaque and monument provided they furnish the plaque at their cost and pay the \$50.00 installation fee

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Matthew J. Brown, MD, Chairman.