



**CITY OF SPRINGBORO
MEMORIAL TREE PROGRAM
REGISTRATION INFORMATION**

Spring _____

Fall _____

Name _____

Address _____

Phone (Home) _____ (Work) _____

Tree Chosen _____

Location _____

Planting Date _____

Marker (Limit 2 lines: In Memory Of or In Honor Of / Name)

_____ Line 1

_____ Line 2

Replacement expiration date (5 years from planting date) _____

Check # _____ Amount _____ Date Received _____

Return to: City of Springboro
Tree Authority
320 West Central Avenue
Springboro, Ohio 45066

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GUIDELINES AND COVENANTS

- Trees are normally planted twice a year. (Spring and Fall at the City's convenience. Spring orders must be placed by March 15th and Fall orders by September 15th.)
- A list of shade trees, ornamental trees and evergreens, approved by the Tree Authority, is available for selection.
- The program fee is \$300.00, which includes installation. Payment is due in full when the application is submitted.
- Tree care will be provided by the City. Tree replacement is guaranteed for five (5) years from time of planting. (Replacement trees, if needed, will be compatible to trees originally planted.
- A letter will be sent to the family and to all donors acknowledging the gift. A certificate is sent to the family detailing what tree was planted, as well as when and where it was planted.
- An engraved granite marker is included and will be placed near the base of the tree (See attached diagram.)
- Common name and location grid of each tree is available at the Springboro Municipal Building.
- All requests outside parameters detailed above will be reviewed and researched by the Tree Authority and be handled on a case-by-case basis.
- The Tree Authority will review the above guidelines and covenants annually.
- For more information, please contact:

Vince Murphy
Assistant Public Works Director
220 East Mill Street
Springboro, Ohio 45066
(937) 748-0020
vince@cityofspringboro.com

**GRANITE MARKER FOR
MEMORIAL TREE PROGRAM**

IN HONOR OF

MARY R.

HENDERSON

The plaque is an 8" tall x 10" wide x 6" deep Rock Side Grey Granite with a frosted top with sandblast sunken 1" tall letters.

Illustration above is not to scale.