

Commemorative Tree and Bench Program

Town of Whitby

Operations Centre

333 McKinney Drive, Whitby, ON L1R 3M2

Phone: 905.430.4310 Email: treeandbench@whitby.ca



Applicant Information - Please print clearly

Last Name		First Name	
Address		City/Town	Postal Code
Home Phone	Cell Phone	Email Address	

Application Type	Proposed Location	Cost
Bench Dedication	I confirm that I have personally viewed the bench(es) listed in this application, or otherwise assured myself of their condition, and I agree to proceed with this request on the understanding that the bench(es) are accepted in their current "as-is" state.	
Existing Bench with Plaque		\$2,829.29
New Bench with Plaque in Priority Location*		\$3,395.76
New Bench with Plaque in Non-Priority Location**		\$5,350.44
Tree Dedication		
Plaque on Existing Tree or Plaque on New Tree in Priority Location		\$932.59
Tree and Plaque in Non-Priority Location		\$932.59***

Approved applications will have invoices created and sent out to applicants. With the invoice number, payment can be made online by clicking [here](#) or in person at Town Hall. NOTE: Credit Cards will not be accepted. A tax receipt will only be issued to the payee.

*Priority locations for the installation of new bench dedications will be predetermined seasonally by staff to ensure efficient delivery of the program. See Town mapping for available priority locations for new benches.

**Non-priority locations are subject to approval and discretion of the Supervisor of Parks Development or delegate, to ensure the proposed locations are appropriate. The fees for non-priority locations reflect the full cost and additional staff time to coordinate and install the alternative locations.

***Priority locations are unavailable; new tree dedications are set at same fee as existing trees until they reopen.

Please use the box below to enter the wording you would like on the plaque, indicate upper- and lower-case letters where desired and carefully check spelling and dates. Bench and Tree plaques are 4 x 8 inches. Commemorative tree plaques should include the tree species at the top of the plaque (common and scientific name, see ex. 4 on p. 3). The maximum length of text is 7 lines with approximately 35 characters per line, including spaces. The minimum text height size is 8mm (measured using capital letter H), Arial font only, and text must be mixed case not all capitals. Graphic clip art may be incorporated into the plaque formatting but will reduce lines and/or characters. Please refer to examples on the next page.

Selection of Tree

If choosing a tree dedication please choose from the following list of trees by checking the box of one:

Shade Trees		Exotic Trees
Accolade Elm	Freeman Maple	Ginkgo
American Mountain Ash	Kentucky Coffeetree	Ivory Silk Lilac (small tree)
American Beech	London Plane	Zelkova
American Sycamore	Redbud (small tree)	Evergreens
Basswood	Serviceberry (small tree)	Blue Spruce
Black Walnut	Sugar Maple	Norway Spruce
Catalpa	Tulip Tree (spring plant)	Silver Fir
Hackberry	Yellowwood	Tamarack
Honey Locust		White Pine

Specify preferred alternate tree species: _____
 Choices are subject to availability. Some tree species may only be planted in Spring.
 Softwoods such as Poplars and Willows will not be considered.

