



# Request a Commemorative Tree

## Easy as 1-2-3

### 1. Complete the application form below either by printing it out or filling it out online.

- Provide information about the commemoration. A commemorative tree may be planted in memory of or to honor a special person or event.
- Provide information about your preferences. Select a tree species from the list of Appropriate Native Tree Species which appears below and indicate your preference on the form. If you do not have a preference, the Arborist will make a selection and notify you.
- Indicate if you would like a plaque. Check the YES box on the application form and provide the desired wording. A maximum of four lines of text, 36 characters per line, can be inscribed on a plaque. There is an additional cost of \$500 for the plaque and installation of the plaque.

Trees are planted twice yearly, in the spring and fall. If a plaque is ordered, it will be installed when the tree is planted, and you will be notified when the job is complete.

### 2. If mailing your application, write a check, made payable to Princeton, and enclose it with your application. If filling out the application online, pay online. The cost is \$500 for a tree OR \$1000 for a tree plus the purchase and installation of a plaque.

If you would prefer to contribute a different amount, you can still commemorate, honor, or recognize an individual or event by donating to the Princeton Shade Tree Trust Reserve, which supports Princeton's tree planting projects. Complete the Princeton Shade Tree Trust Reserve donation form at [www.princetonnj.gov](http://www.princetonnj.gov).

### 3. Mail or submit the application electronically.

- If mailing, send the completed application and the accompanying check to: Arborist, Department of Infrastructure & Operations, 1 Monument Drive, Princeton, NJ 08540.
- If filling out the application online, make sure both the application and online payment are completed.



## Procedure to Donate a Commemorative Tree

Thank you for considering the donation of a commemorative tree. By planting a tree in one of Princeton's public parks or other public space in memory of or to honor a special person or event, you can provide a remembrance that is important to you, your family, and your community. The Princeton Arborist and the Princeton Shade Tree Commission (PSTC) are pleased to work with you in selecting the right tree, the right location, and, if desired, the dedication plaque.

A \$500 donation is required to plant a commemorative tree. This covers the cost of acquiring the tree, planting the tree, and maintenance.

If a commemorative plaque is desired, there is an additional fee of \$500 for the plaque and its installation to be paid by the donor to the Municipality. Pickup and installation of the plaque will be the responsibility of the Municipality.

- Potential donors should complete the application form and submit payment for the appropriate amount (\$500 for a commemorative tree only, \$1000 for a tree plus plaque and installation). If mailing the application, a check made payable to Princeton should be mailed with the application to: Arborist, Department of Infrastructure & Operations, 1 Monument Drive, Princeton, NJ 08540. If making the donation online, complete the online form and make payment online.
- The donor can propose a park or other public location. Approval of the proposed location will be at the discretion of the Arborist.
- The donor can specify a tree species by consulting the list of Appropriate Native Tree Species maintained by the Arborist. (This list follows the application form, below.) Approval of special requests not on this list will be at the discretion of the Arborist.
- An application is considered—and municipal planting location allotted—based on the date that the application is received. The Arborist will review the application, discuss the details with the donor, then present the application to the PSTC at its next scheduled meeting.
- The Chair of the PSTC and the Arborist will officially acknowledge the donation.
- The Department of Public works (DPW) will acquire, plant, and maintain the commemorative tree. If a plaque was ordered, the DPW will purchase and install it.
- Examples of suitable text for the plaque appear in the application form. If requested, a dedication ceremony, organized by the donor, may take place after the tree is planted.

The Municipality reserves the right to transplant or otherwise remove commemorative trees if required for future infrastructure projects. If this becomes necessary, the DPW will attempt to notify or contact the donor to inquire if a replacement tree is desired.

Donations to purchase a commemorative tree are tax deductible. Donors will receive a letter, acknowledging the gift (and its value) and confirming that it was made exclusively for a public purpose, and that no goods or services were provided in exchange.

At the discretion of the donor, commemorative tree donations will be publically recognized by the PSTC by the end of the calendar year.

# Application to Donate a Commemorative Tree

		<b>Date:</b> _____
<b>Donor/Contact Information:</b>		
<b>Name:</b> _____		
<b>Street Address:</b> _____	<b>Town:</b> _____	<b>Zip:</b> _____
<b>Home Telephone:</b> (    ) _____	<b>Cell Telephone:</b> (    ) _____	<b>E-mail address:</b> _____

<b>Reason for/Purpose of Donation:</b>	
<input type="checkbox"/> <b>Memorialize or honor person or event</b> <b>Person:</b> _____ <b>OR</b> <b>Event:</b> _____	

<b>Donor Preferences: Location/Species (see list below)</b>	
<p><b>SIZE:</b> Trees acquired for commemoration are approximately 8 to 12 feet tall or measure 2 to 3 inches in diameter. Exact size will depend on the type of tree selected and its availability.</p> <p><b>COST:</b> Commemorative Tree: \$500 (for approximate sizes, given above). Commemorative Tree with plaque installation: \$1000.          Payment covers: purchase and delivery of tree, planting, staking, maintenance, installation of plaque, if one is being purchased.</p> <p><b>PREFERRED PARK OR OTHER PUBLIC LOCATION:</b></p> <p>_____</p> <p>(Enter location address or other location information)</p> <p><b>PREFERRED SPECIES:</b> _____</p> <p>(Enter species from list, below)</p> <p><b>OPTIONAL PLAQUE (additional fee): \$500</b>      <input type="checkbox"/> <b>YES</b>      <input type="checkbox"/> <b>NO</b></p>	

<b>Plaque Information:</b>	
<b>Requested Wording for Plaque:</b> The plaque will be 10 inches wide by 5 inches high. Maximum number of characters per line is 36.	
<b>Line 1</b> _____	<b>Line 2</b> _____
<b>Line 3</b> _____	<b>Line 4</b> _____

**For Office Use:**

DATE	ACTION	BY	DATE	ACTION	BY
	Application date			Thank you	
	Received			Website posting	
	Reviewed			Plaque ordered	
	Finalized			Plaque installed	

# Appropriate Native Tree Species

MEDIUM TO LARGE DECIDUOUS TREE SPECIES		ORNAMENTAL TREE SPECIES	
Botanical Name	Common Name	Botanical Name	Common Name
<i>Acer rubrum</i>	Red maple	<i>Amelanchier arborea</i>	Serviceberry
<i>Acer saccharum</i>	Sugar maple	<i>Cercis Canadensis</i>	Eastern Redbud
<i>Betula nigra</i>	River birch	<i>Cornus florida</i>	Flowering Dogwood
<i>Carpinus caroliniana</i>	American Hornbeam, Ironwood	<i>Cotinus obovatus</i>	American Smoke Tree
<i>Carya ovata</i>	Shagbark Hickory	<i>Crataegus spp.</i>	Hawthorne Species
<i>Celtis occidentalis</i>	Hackberry	<i>Halesia carolina</i>	Carolina Silverbell
<i>Cladrastis kentukea</i>	Yellowwood	<i>Magnolia virginiana</i>	Sweetbay Magnolia
<i>Fagus grandifolia</i>	American Beech	<i>Magnolia macrophylla</i>	Big Leaf Magnolia
<i>Gleditsia triacanthos</i>	Honey Locust	<i>Malus spp.</i>	Crabapple Species
<i>Gymnocladus dioicus</i>	Kentucky Coffee Tree	EVERGREEN TREE SPECIES	
<i>Juglans nigra</i>	Black walnut	<i>Chameacyparis spp.</i>	False Cypress Species
<i>Liquidambar styraciflua</i>	Sweetgum	<i>Ilex opaca</i>	American Holly
<i>Nyssa sylvatica</i>	Black gum	<i>Juniperus virginiana</i>	Eastern Red Cedar
<i>Oxydendrum arboreum</i>	Sourwood	<i>Juniperus communis</i>	Common Juniper
<i>Platanus occidentalis</i>	American sycamore	<i>Picea pungens 'Glauca'</i>	Colorado Blue Spruce
<i>Quercus alba</i>	White Oak	<i>Pinus rigida</i>	Pitch Pine
<i>Quercus bicolor</i>	Swamp White Oak		
<i>Quercus imbricaria</i>	Shingle Oak		
<i>Quercus macrocarpa</i>	Bur Oak		
<i>Quercus phellos</i>	Willow Oak		
<i>Taxodium distichum</i>	Common Baldcypress		
<i>Tilia americana</i>	American linden, American basswood		
<i>Ulmus americana 'Princeton'</i>	Princeton Elm		

## Examples of Text for Commemorative Plaques

<p><b>IN LOVING MEMORY OF JOHN A. SMITH MAY 2007</b></p>	<p><b>WITH MUCH THANKS TO CAROLINE JONES 25 YEARS OF SERVICE SHADE TREE COMMISSIONER</b></p>	
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Size of bronze plaque: 10 inches wide by 5 inches high. To ensure that it is not easily removed or vandalized, the plaque will be attached to a stone plinth.