



The City of Louisville's Forestry Program is pleased to offer a memorial program to honor and remember friends and relatives. The program is designed to assist the City through donor funding to plant trees in locations that have been identified as appropriate and suitable.

**Name of Donor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Type of Memorial:**

☐

Tree

☐

Plaque

*(Check one if  
applicable )*

**In Honor of:**

☐

**Name:**

\_\_\_\_\_

**In Memory of:**

☐

**Name:**

\_\_\_\_\_

**Proposed Location for Tree:**

\_\_\_\_\_

**Proposed Wording for Plaque / Inscription:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHECKS PAYABLE TO CITY OF LOUISVILLE. RETURN COMPLETED FORM TO:**

Chris Lichty , 739 S. 104<sup>th</sup> Street, LOUISVILLE, CO 80027, 303-335-4733 or email to [chrisl@louisvilleco.gov](mailto:chrisl@louisvilleco.gov)

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

## **Guidelines**

- The locations and any inscription on a marker or plaque must be approved by the City Forester.
- At the donor's option, the name of the loved one memorialized or honored will be inscribed on a plaque to be placed beside the tree. The plaque is optional.
- Final determination on tree species, location and planting will be determined and accomplished by the City Forester.
- Trees purchased will be the size of a 2" caliper deciduous and/or 6' tall coniferous tree.
- Trees will typically be planted during the fall and spring planting seasons, but may be ordered at any time.
- Some locations may not be available.
- The cost to purchase and plant a tree along with any inscription, plaque or marker shall be the responsibility of the donor. Plaque shall be a 4"x 6" bronze plaque or approved substitute.
- The cost of the memorial tree is \$350. The cost of the memorial plaque is \$160.00
- The City reserves the right to remove or relocate the tree if the City determines that removal or relocation is in the City's best interest.
- Non-perishable items, such as photos, plastic flowers and beads, are not permitted and will be removed.

Persons wanting to participate in the Parks, Recreation, and Open Space Department Memorial Tree Program are requested to fill out this application and submit to the Parks Division Forester of the Parks and Recreation Department: City of Louisville, City Services Facility, 739 S. 104th Street, Louisville, CO, 80027. You may also visit the City's Park Division website and fill out the form online. The cost of the tree will be determined by size, style, location and installation costs.

The City will make every reasonable effort to maintain trees and plaques, but will not be responsible for acts of nature, survivability of trees, damage or vandalism to them. The City has sole and absolute discretion to make repairs or replace memorial trees, but shall not be required to replace or repair

Your donation of a tree helps beautify our community, creates a sense of ownership and provides a meaningful amenity that thousands of users of the great outdoors can enjoy and appreciate as time goes by. You are encouraged to take advantage of one or both of these unique opportunities to remember a loved one, or special occasion with a lasting tribute.

For memorial trees, please complete this application and contact Chris Lichty, City Forester at [chrisl@louisvilleco.gov](mailto:chrisl@louisvilleco.gov)

**FOR OFFICE USE ONLY:**

**APPLICATION:    APPROVED**

**NOT APPROVED**

**APPROVED WITH CONDITIONS (*Explain*):**

**For Approval:**

*Signature of authorized City of Louisville Representative*

**Date:**

**COMMENTS:**