

**Willamalane Park and Recreation District
Application for Commemorative Gifts**

Applicant Information

Name: _____ Phone No.: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Email Address: _____
Signature: _____ Date: _____

Type of Gift

☐ Tree ☐ Bench *(See additional information below.)*

Requested Park, Path, Trail or Natural Area**

Planning staff will work with the donor to identify an appropriate location.

1st Choice: _____

2nd Choice: _____

*** At this time, we cannot accommodate additional benches at the following sites:
Ruff Park, Middle Fork Path, West D Street Greenway (Northbank Path), the Historic zone of Dorris Ranch. Other areas of Dorris Ranch may be considered.*

Bench Plaque Information (10" x 2" plaque for benches)

Please indicate what you wish the plaque to read. No more than four (4) lines. ***Wording must receive staff approval.*** (See sample below.)



Additional Information

Benches: The type of bench will be based on Willamalane's site furnishing standards. ***The final decision as to location will be determined by Willamalane staff.***

Bench Standards and Costs



6 Foot Black Metal Bench
 Neighborhood, Community, Sports Parks &
 Special Use



6 Foot Walnut Recycled Plastic Bench
 Natural Area, Linear Parks, and Special Use

6' Metal Bench w/ Insert & Plaque	\$2,200
Shipping Estimate	\$950
Concrete Pad Estimate*	\$2,500
Estimated Total Cost (w/ Concrete)	\$5,650

6' Plastic Bench w/ Insert & Plaque	\$1,650
Shipping Estimate	\$610
Concrete Pad Estimate*	\$2,500
Estimated Total Cost (w/ Concrete)	\$4,760

**** Most benches will require a concrete base. Gravel may be appropriate in some settings. Willamalane staff will make final determinations regarding where gravel may be suitable.***

Final costs for materials and freight may vary slightly from the estimates above. There may be other costs associated with installation of new benches, such as excavation and security. A final project cost will be provided with the staff approval.

Please do not send in a check with your initial application. Staff will coordinate payment further along in the process.

Trees: The cost of a planted tree is \$500, which includes purchase of a minimum 2-inch caliper tree, planting, watering, fertilization, mulching and staking. The tree will be covered under the nursery guarantee (*1 year from purchase*). If a donated tree becomes damaged or dies after the expiration of the nursery's guarantee, replacement will be the responsibility of the donor. Trees will only be added where there is existing coverage from an underground irrigation system, which are usually found in our community or neighborhood parks. We request that ashes of loved ones not be scattered at the tree site. Please note that even with irrigation, young trees can be susceptible to the extreme summer heat that is becoming common. ***The final decision as to location will be determined by the Willamalane staff.***

Within 10 business days of the receipt of the application, you will receive notification of staff's decision and any final conditions of approval. In an effort to minimize the impact of the commemorative gift program on the district, whenever possible, new memorial and commemorative benches will replace existing benches that do not meet the adopted site furnishing standards or are in less than ideal condition.

Payment may be made by cash or check, payable to Willamalane Park and Recreation District and mailed or dropped off (by appointment) to the Willamalane Park Services Center at 682 36th St, Springfield, OR 97478. If you would like to drop off payment to the Park Services Center, please make an appointment by calling (541) 736-4104 or emailing Planning.Info@willamalane.org. ***Orders will be placed once payment has been received. Once the order has been placed, the payment is non-refundable.***

If you have questions about the Commemorative Gift Program, please contact the Planning and Development Department at (541) 736-4104 or Planning.Info@willamalane.org.

Staff Use Only

Approved by: _____ Date: _____

Notification Sent: ☐ Yes ☐ No Date: _____

Location: _____

Order or PO Number: _____