

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

1. Applicant Information

Name: _____ Phone No.: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Signature: _____ Date: _____

2. Type of gift

Tree

Bench *(See additional information below.)*

3. Requested Park, Path, Trail or Natural Area

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

1st Choice: _____

2nd Choice: _____

4. 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.)*



5. 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 Cast Iron

Neighborhood, Community, Sports Parks & Special Use



6 Foot Walnut Recycled Plastic

Natural Area, Linear Parks, and Special Use

6' Cast Iron Bench	\$1,100
10" x 2" Plaque	\$375
Shipping	\$200
Total replacement cost:	\$1,675
Average cost of concrete pad	\$2,500
Total new installation cost:	\$4,175*

6' Recycled Plastic Bench	\$750
10" x 2" Plaque	\$375
Shipping	\$200
Total replacement cost:	\$1,325
Average cost of concrete pad	\$2,500
Total new installation cost:	\$3,825*

**Cost estimates are based on 2017 prices, and are subject to change. 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.*

Trees: The cost of a planted tree is \$500. 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. *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 the staff 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 at the Bob Keefer Center for Sports and Recreation, 250 S. 32nd Street, Springfield, OR 97478. ***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 contact the Planning and Development Department at (541) 736-4007 or Planning.Info@willamalane.org.

Staff Use Only

Approved by: _____ Date: _____

Notification Sent: Yes No Date: _____

Location: _____

Order or PO Number: _____