



Memorial Tree Donation Request City of Macomb

Name of family, friend or organization making donation:

Address: _____ City: _____

State: _____ Phone: _____ Date: _____

Person or organization for whom memorial tree is for: _____

Location preference: _____

Tree preference: _____

Plaque: Yes: _____ No: _____

Does the family, friend or organization making the donation want to be present when tree is planted?

Yes: _____ No: _____

Will the family, friend or organization making the donation be able to adopt the tree to be responsible for watering the tree once per week during the dry summer months?

Yes: ____; No: ____

Please make checks payable to: City of Macomb/ Tree Donation Fund for the amount of \$300.

This will cover the cost of purchasing, planting, staking, mulching, watering and performing structural pruning for strength after the young tree becomes established. It will also cover the expense of a concrete base if a plaque is chosen.

Please mail application and check to City of Macomb, 232 East Jackson Street, Macomb Illinois, 61455

Paid: Yes: _____ No: _____ Date: _____ Check #: _____



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City of Macomb

Memorial Tree Program Guidelines

- 1) Tree species, location, and planting will be under the control of the City Forester to insure the right tree is properly planted in the right location.
- 2) The City Forester will provide assistance for planting locations for new memorial trees and should preferably be in City parks, and boulevards as needed.
- 3) Trees planted in the City parks should ideally be native to the area and produced from a Midwest seed source to insure hardiness and adaptability.
- 4) Shade trees planted should be a minimum of 1.25-inch caliper nursery stock, and no larger than 2.0-inch with 1.5-inch the preferred size.
- 5) The City Forester will provide the mulching and the initial watering when the tree is planted. Families, friends or organizations making the donation are asked to adopt the tree in providing regular weekly watering during the summer months of May through October for the first three years after planting. If the person(s) making the donation live away from Macomb, the City will provide watering as needed. The City will also provide pruning for the young tree after it becomes established (2 to 3 years) to develop strong branch angles and structural strength.
- 6) In the event the tree dies or is severely damaged by a storm, the City will remove the tree. However, it will be the responsibility for the donating family or organization to pay for the cost of a new replacement tree if they so desire.
- 7) If the donor wishes to adopt as a memorial tree a young tree already planted, then a contribution can be made to the City's tree GIF fund for the purchase of a new tree to be planted at another location.
- 8) If a memorial plaque is desired, the cost and wording of the plaque will be the responsibility of the donating person. The memorial plaques should be made of bronze or aluminum and no smaller than 4in x 10in nor larger than 8in by 12in). Lin from **Lin's Engraving (33 East Side Square, 309-837-7782)** has provided plaques that meet our requirements. The City will be responsible for mounting the plaque on a concrete base, and placed 3 feet from the base of the tree flush with the ground. This location of the plaque will insure the base of the tree does not grow over the plaque and facilitate mowing operations.