



## Department of Parks and Recreation

### Memorial Tree Application

Urban Forestry Division  
515 West Boulevard  
Rapid City, SD 57701  
(605) 394-4175  
FAX (605) 394-5307

#### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

Phone No: \_\_\_\_\_

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

The tree will be planted for the purpose of: \_\_\_\_\_

In Memory of: \_\_\_\_\_

In Honor of: \_\_\_\_\_

To Celebrate: \_\_\_\_\_

Other: \_\_\_\_\_

#### TREE AND PLAQUE INFORMATION

Enter your plaque inscription here using upper and lower case letters, exactly as you would like them to appear.

A maximum of 25 characters per inscription line. You do not need to use every line.  
Text will be centered.

Line 1 (Common Tree Name) \_\_\_\_\_

Line 2 (Scientific Tree Name) \_\_\_\_\_

Line 3 (In Honor of) \_\_\_\_\_

Line 4 (Name of Recipient) \_\_\_\_\_

Line 5 (Inscription) \_\_\_\_\_

Line 6 (Inscription) \_\_\_\_\_

Line 7 (Year Planted) \_\_\_\_\_

Park Requested

\_\_\_\_\_

Species Requested

\_\_\_\_\_

For further information, please contact the Parks and Recreation Department, Urban Forestry Division at (605)394-4175.



## Memorial Tree and Plaque Guidelines

Memorial trees may be placed in almost any park within the Rapid City park system.

Trees with memorial plaques will only be allowed in the Arboretum.

Please contact the Urban Forester at the Parks Division to discuss locations and tree species.

All applications will be reviewed by the Urban Forestry Board.

Payments for the trees and plaques are the responsibility of the applicant. Applicants will issue payments directly to the nursery and plaque manufacturer. Parks staff will pick up the tree and plaque when they are available. The tree and plaque will be placed in the selected location by parks staff. The applicant will be notified when the project is completed.

A caliper of at least 1.5 inches is required for tree stock.

Plaques are pre-set, 7x9 inches, aluminum with black inlay. Certain requirements are required to be displayed on the plaque: Common Tree Name, Scientific Tree Name and the year the tree is planted.

The City reserves the right to remove or relocate any item placed in the city park system, open space or recreation facility at any time. The Parks and Recreation Director shall have the sole discretion whether relocation or removal is necessary or desirable.