



City of Canby
Memorial Tree and Bench Program

222 NE 2nd Avenue, Canby OR 97013

www.CanbyOregon.gov | 503.266.4021

The City of Canby established a Memorial Tree and Bench Program to allow individuals to dedicate a permanent, individualized memorial for a meaningful person or event. It provides a uniform structure for an individual citizen to contribute to the placement of a tree, bench, or picnic table that will improve the City of Canby's parks and the donor's connection to them as well.

The natural environment is a top priority, and the Canby Parks Department will retain complete authority over final decisions about the memorial item and its location in the best interests of the ecosystem. The City of Canby may limit the number of memorials in an effort to support better resource management and natural landscape sustainability. The design criteria will be in line with existing management and operational plans. Installation of furnishings and plaques will be carried out by the Parks Department staff at the direction of the Department head. Once installed the memorial becomes City property.

Memorial Trees

- Installation of trees will be done during the months of October through March.
- Trees must be selected from the current City of Canby Street Tree list and must comply with all perimeters set forth by the list.
- The City of Canby does not guarantee the life of the tree.
- Memorial trees will be 1 3/4 to 2 inch diameter trunk size.

Cost: \$ 350 - \$ 400

(Depends on the variety selected. This includes the cost of installation)

Memorial Bench	
The cost for bench without a back.	Please contact Public Works for pricing.
The cost for a bench with a back.	Please contact Public Works for pricing.
Memorial Picnic Table	
The cost for square pedestal picnic table.	Please contact Public Works for pricing.
The cost for a rectangular picnic table.	Please contact Public Works for pricing.
Memorial Plaques	
<ul style="list-style-type: none"> • The plaques will be engraved cast aluminum and include a stand if needed. Custom inscriptions will be available for an additional \$15. Inscriptions must be approved by Public Works Director. City Staff will order the plaque with approved inscription. 	
The cost for a 4" x 6" plaque.	Please contact Public Works for pricing.
The cost for a 6" x 8" plaque.	Please contact Public Works for pricing.

Memorials shall not detract from or overpower the scenic or architectural values of the existing

environment. Memorials cannot have a commercial or corporate label.

Application Process

1. At the time an application is submitted to the City, payment of all required application processing fees is required. City Staff will provide applicant with information concerning application fees.
2. Department staff will review application to determine the appropriateness of the proposal as measured by the approval criteria
3. Department staff will contact donor, in writing, within 30 days of receipt of application to communicate approval or identify any unmet criteria for approval.
4. After a positive review decision, Department staff will finalize the Memorial Donation Agreement form and submit it to the Public Works Director for final approval.

The City of Canby can not guarantee whether the memorial will remain permanent. If a monument needs to be relocated, Department officials will try to contact the donor in writing at the address provided on the completed Donation Agreement form. The City accepts no responsibility for replacing stolen or damaged items. The City is responsible for installing, maintaining, and protecting the memorial within acceptable limits. The Director's consent is required before ordering or installing the memorial.

**FOR MORE INFORMATION, CONTACT:
Public Works**

503.266.0798 | Publicworks@CanbyOregon.gov

City of Canby
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Application

Donor name: _____

Donor organization:(if applicable)_____

Donor address:_____

Primary phone:_____ Secondary phone:_____

Email:_____

Preferred location for Memorial:_____

Donation type:(tree, furnishing or cash)_____

Desired tree species:_____

Other item description:_____

Plaque:_____ Yes _____ No Inscription details:_____

Memorial gifts to the City of Canby are considered outright and unrestricted donations. The City of Canby does not guarantee the permanency of the accepted donation. If a memorial must be relocated, Department staff will attempt to notify the donor in writing at the address shown on this form. Donation may be tax deductible (please consult an accountant). The donor declares to have read this form and agrees with the conditions set forth in this policy and agrees to pay the City any donation funds within one month of notification of Memorial Agreement approval.

_____ I have read and understand the donation policy.

Donor signature _____ Date _____

Mail or email completed form to:

For office use only: Received date _____ Accepted by _____

Director approval _____ Date _____

Cost \$ _____ Paid \$ _____ Date _____

Exact location _____

Inscription proof approved by donor _____