



Burlington Parks Department

Memorial Donation Policy: Bench, Tree, Sign, Etc.

Memorial donations are a way to improve the park facilities, while commemorating the importance of individuals or groups by the public. The City of Burlington offers multiple manners in which the public may honor or commemorate an individual within the park system.

With the donation of a bench, tree, sign or other item to the park system, recognition will be noted with such items. Costs are based on actual cost of purchase and installation of each item.

Benches – Memorial Plaque on Bench

1. A bench donation will be accepted only for placement of a bench at a location previously identified and/or approved by the Parks Department.
2. A standard bench type, as utilized and approved by the Parks Department, will be utilized for memorial bench requests.
3. The Park Department shall maintain or replace a damaged or stolen bench for a ten-year time period.
 - a. At the ninth year, a notice will be sent to the donor at the address provided on the agreement. The donor will be informed of the expiration date and the renewal procedure. If the donor does not respond by the end of the tenth year, or if the letter is returned, the City will have no obligation to honor the bench as a memorial should the bench necessitate replacement with a new bench due to condition in the future.
 - b. In the event that a donated bench or plaque is vandalized, damaged, or stolen after ten years, and the donor does not want to provide funding to perpetuate the maintenance and repair of a replacement bench, the commemorative plaque (if available) will be returned to the donor at the address provided on the Donor Agreement.
 - c. Damaged or stolen benches will be replaced only once in the ten-year period. Additional replacements of a bench or plaque, or replacement beyond the ten-year period will be subject to a subsequent donation, or the damaged bench and plaque will be removed.
4. The Parks Department shall maintain an inventory, date, and listing of all existing memorial benches and plaques that have been installed.
5. After the useful life of a bench (after 10 years and the condition warrants removal and/or replacement), the name listed on the commemorative plaque may be placed at one of the City's memorial signs located within the park.

Trees – Memorial Plaque on Park Sign Board

1. Trees shall be planted in a City park location as approved by the Parks Department for a minimum period of ten years.
2. Should the tree become damaged or diseased, a new tree will be planted (may be smaller in size than current tree size).
3. After ten years, if the tree becomes damaged or diseased, the donor would be required to pay for the purchase of a new tree should it become damaged or die.

Informational Signs – Memorial Text on Sign

1. A sign donation will be accepted only for placement at a location previously identified and/or approved by the Parks Department.
2. Signs are intended to recognize the history of Burlington, parks, local features, and areas of significance.
3. Sign content shall be approved by the Parks Department, with the opportunity by the donor to have input on material covered.
4. The sign base and appearance shall be approved by the Parks Department and are intended to maintain similar form and appearance to other existing signs previously placed by the Parks Department.
5. Signs shall be maintained by the City for a period of ten years.
 - a. Damaged or stolen signs will be replaced only once in the ten-year period. Additional replacements of a sign or replacement beyond the ten-year period shall be subject to a subsequent donation.
 - b. The City will have no obligation to honor the sign as a memorial should the sign necessitate replacement after ten years.

Other Items – Memorial Text or Plaque on Item or Donor Board

1. Donations may be accepted for other items within the park system. Items such as playgrounds, drinking fountains, shelters, amenities, landscaping, etc may provide for opportunities to donate funds towards all or a portion of the cost of the item and allow for (memorial) recognition as well.
2. Items shall be approved by the Parks Department.
3. Length of maintenance and responsibility of each items shall be specified.

The Parks department sincerely appreciates all donations made to the parks system. Items and monetary donations improve the appearance and quality of the many great parks that are a part of Burlington. This policy is intended to clarify questions regarding donations, recognition, and timeframes. Further questions may be directed to Parks Department staff.

Thank you -

Burlington Parks & Recreation Department