



City of Sidney **Policies for Memorials**
City of Sidney Parks and Recreation Department



Process:

1. All requests for memorial trees and benches require completion of the appropriate form
2. Forms will be forwarded to the Parks and Recreation Department
3. Staff to ensure that all portions of the applications are completed including;
 - a. Applicant information
 - b. Whom memorials were ordered on behalf of
 - c. Location where memorial item(s) will be installed
4. The Parks Director and or his designee will review the application and approve the memorial location (a site visit may be required)
5. Memorials must follow the application rules

Location criteria:

1. Tree location should be along the Veterans Memorial Walkway, other areas will be considered on a case-by-case basis
2. Benches will be considered in all parks
3. Minimum distance between tree or bench and another fixed object is thirteen feet for mowing



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Selection:

1. Memorial bench must be from manufacturer listed on the form and constructed and installed to specifications on the print for consistency
2. The bench plaque will be 4" X 6" with a black background and bronze letters, and ordered from vender listed on form for consistency.
3. Text for the bench plaque will be either;
 - a. In Honor of _____
 - b. In Loving Memory of _____
4. Minimum tree caliper is 1 ½" deciduous, and 6' tall coniferous (coniferous will be limbed up as they grow older for safety reasons) Cottonwood tree not allowed
5. A local landscaper must install stake and mulch the trees
6. Tree plaque will be 3" X 8" in size with a black back ground and silver letters, and ordered from vender listed on form for consistency
7. Text for tree plaque will be either;
 - a. In Honor of _____
 - b. In Memory of _____

Responsibilities:

1. The plaque masonry base, mounting, and installation at the base of the tree will be the responsibility of the City of Sidney Parks and Recreation Department
2. Memorials shall be self-supporting e.g., all expenses related to the memorial shall be the responsibility of the donor(s).
3. City staff will water memorial trees in the first year and replace with same or similar type species tree if it dies within the first 12 months. If the tree dies after the 12-month period, city staff will remove, but replacement will be at expense of the donor(s).
4. Stolen or damaged memorials are replaced at the expense of the donor(s). Parks and Recreation staff will remove memorials deemed unsafe.