

CITY OF CHERRY HILLS VILLAGE

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Village Center
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Parks, Trails, and Recreation Tree Donations/Dedications

The Tree Donation Program allows friends and families to donate and dedicate trees in honor or memory of a loved one. The individual or family to whom the tree is dedicated must have some connection to Cherry Hills Village. Tree donations will be considered for all parks, trails and open spaces within the Village (with the exception of the High Line Canal trail), upon approval of a suitable location by Village staff. The donor shall work with staff to determine a species of tree that is mutually acceptable and appropriate for its location. Tree caliper will be a minimum of 2".

Village staff will work with donors to select a species of tree that is acceptable for the setting. Donors are responsible for all costs associated with the planting of the tree.

Trees may be recognized with a plaque. All plaque language must be approved by Village staff. The design of memorial plaques is established by the Village to promote consistency in cost, size, type and mounting.

Tree donation fees are \$1,000. This includes the cost for the tree, plaque, planting, and future maintenance.

- \$300 for tree (depending on species)
- \$75 for plaque
- \$175 for installation
- \$450 for future maintenance, including water, pruning, mulching

Process:

1. Contact the Parks Operations Supervisor to discuss possible locations, keeping in mind that there are some restrictions due to maintenance, traffic, and jurisdiction issues. New sites along the High Line Canal are no longer available through the City; please contact the High Line Canal Conservancy for trees adjacent to the canal.
2. Once the preferred location has been chosen, the Parks Operation Supervisor will connect the applicant with the Parks Project & Operations Manager. The applicant will need to provide:
 - a. Desired wording to appear on the tree plaque
 - b. Background information about their loved one that they would like to include for the Parks Commission and City Council as both consider the donation.
3. The donation will be scheduled for consideration at the next upcoming meetings.
 - a. The Parks, Trails, and Recreation Commission meets the second Thursday of each month and provides a recommendation for City Council.

- b.** City Council meets the first and third Thursdays of each month and has final approval of the donation.
 - c.** Family members are welcome to attend either or both meetings, but there is no obligation to do so.
 - d.** Meeting packets are posted about a week prior to each meeting. Staff will expedite the process as much as possible, but **often the donation process can take two months from submission to final City Council approval.**
- 4. Following City Council approval, staff will accept the donation check from the applicant and order the plaque. Planting will take place at the discretion of the Parks Operations Supervisor to ensure the health of the tree.

Maintenance:

- The Parks Division will provide care for the tree as needed throughout its lifespan.
- Please provide a name and contact information for any updates or communications.
- If there is no contact person, the Parks Division will make replacement plaque decisions to replicate the original design as closely as possible.

