

TOWN OF CHEVY CHASE

TREE DONATION AND DEDICATION POLICY

The Town of Chevy Chase, in an effort to preserve the natural streetscape and appearance of vegetation along Town streets, authorizes the donation and dedication of trees in memory of a deceased spouse or life partner, parent or child, who was a resident of the Town of Chevy Chase. The guidelines for this program are as outlined below.

GUIDELINES

Anyone wishing to donate and dedicate a tree in the Town of Chevy Chase must express desire to do so in writing to the Town Manager.

Expenses:

The cost of the tree and a memorial plaque will be covered by the person wishing to donate and dedicate it. The cost of planting and maintenance will be covered by the Town of Chevy Chase.

Location and Species:

The tree location will be determined by several factors. The requestor may request a particular species and location for the tree. The final location and species will be determined in conjunction with the Town Manager, Town Tree Committee and Arborists, approved and permitted by the State Forester, as are all trees in public right of ways. The tree species will be in compliance with the Town's Tree Master Plan. Only Town approved species will be accepted and planted in approved areas of the Master Plan.

Memorial Plaque:

The plaque and its base, to be placed in front of the base of the tree, will be purchased and/or assembled by the requestor. No plaque will be placed on a tree, as it would inhibit the natural growth of the tree. The plaque shall be four (4) inches in height by six (6) inches in width, and made of aluminum to withstand weather conditions. The wording will be limited to "In memory of (name of deceased), (year of birth) - (year of death)". The plaque is to be mounted on a piece of granite six inches tall, so that it will be stable when placed in the ground.

Planting of Tree and Installation of Plaque:

The planting of the donated tree will take place at the same time as a scheduled Town tree planting. After the completion of the tree planting, the plaque will be placed at the base of the tree within one month, provided the ground is not frozen. If weather conditions do not permit the installation of the plaque within one month, it will be installed as soon as weather and work schedules permit.

Town and Requestor/Donator Responsibilities:

Once the tree and plaque are installed, the Town will maintain the tree in accordance with its normal tree maintenance procedures. As this is coordinated with the Town Arborists, the requestor/donator has no responsibility to maintain the tree, and should not do so without first speaking to the Town Office. The requestor/donator is responsible for any maintenance or replacement issues with the plaque and its base.

Approved by the Town Council,
Town of Chevy Chase
April 15, 1998