

# City of Gothenburg Commemorative Tree Program

## Program Guidelines and Rules

**The City of Gothenburg's Commemorative Tree Program is to allow trees to be planted on City property in order to honor and commemorate a person, persons, or organization.**

1. All applications shall be made at the City Office located at 409 9<sup>th</sup> Street.
2. The Gothenburg Tree Board is proud to offer this program for those to commemorate their loved ones, etc. However it is also our desire to use this opportunity of gifts to provide an orderly development of our parks and public areas. Therefore, no tree shall be planted on City property without the approval of the Parks/Cemetery Manager, who shall approve the species and placement of the tree. The Parks/Cemetery Manager shall maintain a current listing of eligible trees and placements for an applicant's reference.
3. All trees shall be planted between May 1<sup>st</sup> and June 30<sup>th</sup>, 2011. A tree may be planted at other times if in the opinion of the Parks/Cemetery Manager the tree has an excellent chance of survival.
4. All trees shall be purchased from a retailer that is currently licensed in the State of Nebraska as a nursery, shall be a minimum cost of \$125.00; be a minimum ¾" caliper tree; and a minimum 6' tall.
5. All trees shall be planted by the commercial nursery or donor. The trees shall be planted by the under the attached planting guidelines (see Attachment C).
6. All trees shall carry a minimum of one-year replacement. Replacement shall include the tree and planting.
7. City shall be responsible for watering and care of the tree.
8. City shall be responsible for providing a marker describing the donated tree. The donor shall be required to fill out the Application (see Attachments A and B). The markers shall be placed by the Gothenburg Tree Board. The markers are mounted on lumber and shall be removed by the City once deteriorated. A family may have the tree re-marked, but shall pay for all material as required by the City.
9. The City shall be responsible for maintenance and shall replace any Commemorative Tree that has died or becomes diseased for a period of five years (except those replaced under warranty by the nursery). After five years, the City shall no longer be responsible to replace any Commemorative Tree.
10. Once planted, the tree is the property of the City and shall be maintained as such. The plaque supplied by the City shall be the only marker, and no other decorative items will be allowed.

CITY OF GOTHENBURG  
COMMEMORATIVE TREE PROGRAM  
APPLICATION

The Gothenburg Tree Board is proud to offer this program for those to commemorate their loved ones, or to honor an organization. However, it is also our desire to use this opportunity of gifts to provide an orderly development of our parks, cemetery and public areas. Therefore, no tree shall be planted on City property without application to the City. All applications must be returned to the City Office and receive approval by the Parks/Cemetery Manager before planting, and all trees must be planted under the rules of this program.

Person applying:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
City, State & Zip

The name or organization you are commemorating: \_\_\_\_\_

Would you like to meet with the Parks/Cemetery Manager to discuss placement?

\_\_\_ Yes \_\_\_ No

-If yes, please contact the City Office at (308) 537-3668 to set up a time to meet.

-If no, the City will place the tree in the Parks system.

\*Applicant must also fill out Attachment B

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CITY PORTION

I have met with the applicant and have approved the species and placement into the City Parks or Cemetery.

\_\_\_\_\_  
Parks and Cemetery Manager

## COMMEMORATIVE TREE PLAQUES

1. There is a maximum of four lines available
2. You must use CAPITAL LETTERS.
3. 1/2" lettering allows for approximately 15 letters/spaces per line.
4. 3/8" lettering allows for approximately 24 letters/spaces per line.
5. It is suggested that line 4 be the planting date, but not required.
6. Line 5 **shall** be the species of tree.

Example:           Line One:            IN MEMORY OF  
                  Line Two:            JOHN DOE  
                  Line Three:  
                  Line Four:        PLANTED MAY 2011  
                  Line Five:            BUR OAK

FILL OUT:  
(Please Print)

Line One: \_\_\_\_\_

Line Two: \_\_\_\_\_

Line Three: \_\_\_\_\_

Line Four: \_\_\_\_\_

Line Five: \_\_\_\_\_  
(Tree name, if known)

## City of Gothenburg Commemorative Tree Program

### Planting Specifications

Trees should be planted in accordance with the accompanying diagram. With container trees care should be taken to ensure that there are not girdling roots due to the tree being grown in a plastic container. Girdling roots should be cut and or straightened. Ball & burlapped trees should have the entire wire basket and all twine and burlap removed once the root ball is in the hole. Damaged roots should be pruned. All trees should be planted with the first lateral root at the soil line or 1 inch above the soil line. Care should be taken so that the hole is not dug too deeply and the tree is not planted too deep. When backfilling, use water to settle the soil and remove air pockets, do not tamp the soil.

### Mulching

Mulching is the most important post-planting practice that can be done to improve the vitality of landscape plants. Organic (shredded or chipped bark or wood) mulch should be placed around the tree in a 6' diameter circle. The mulch should be 3-4 inches deep and should be maintained throughout the life of the tree.

### Staking

Staking is often necessary in our area due to high winds. Stakes should be made of wood so that if left in place they will rot away, unlike steel posts. Guying material should be at least 2" wide where it contacts the trees. It is not acceptable to use garden hose (or similar material) and wire. Stakes can generally be removed after one season, and rarely should be left on after seasons.

