



## The Corporation of the Town of Tecumseh Commemorative Tree Program Policy Application Form

### Schedule A

Please complete the fields below with your request for a commemorative tree in the Town of Tecumseh. The Town will make best efforts to accommodate your request.

Program Selected: Choose an item.      Tree Species: Choose an item.

Location: Click or tap here to enter text.

If you desire a plaque for the commemorative tree, please complete the lines below for the requested inscription. Town staff will work with you on the final wording to ensure the message is in keeping with our requirements.

#### **Plaque Inscription:**

Line 1: (Max. 16 characters / Larger font)

Click or tap here to enter text.

Line 2: (Max: 20 characters)

Click or tap here to enter text.

Line 3: (Max: 20 characters)

Click or tap here to enter text.

Line 4: (Max: 20 characters)

Click or tap here to enter text.

A contribution fee covering the Town's costs associated with the tree and plaque is set in the Town's approved [Annual Fees and Charges Schedule](#). Fees must be paid in full at the time of application approval.

Applications submitted no later than September 1 of each year will provide sufficient time for processing, approval and order placements and qualify for tree planting by November 30 of the same year.

A refund of fees may be provided where cancelation notice is given in writing to the Department of Parks & Recreation Services prior to an order being placed. Such fee is not refundable under any circumstances once the plaque has been ordered.

I confirm that I have read and understood the contents of this application.

Print Name: Click or tap here to enter text.      Signature: \_\_\_\_\_

Date: Click or tap to enter a date.

**Town of Tecumseh – Office Use Only**

Date Application Received:

Date: Click or tap to enter a date.

Date Application Approved:

Date: Click or tap to enter a date.

Approved by:

Print Name: Click or tap here to enter text.      Signature: \_\_\_\_\_