

Recreation and Parks Department Memorial Planting & Plaque Application

Name of Applicant:		Date Received:
Name of Organization:		
Address:		
City:	County:	Zip:
Day Phone:	Cell Phone:	Email:
By my signature, I acknowledge that I am responsible for the purchase of my city approved memorial plaque and tree or plant for memorial planting in a City of Sandy Springs park.		
Applicant Signature:		

PLAQUE ORDERING INFORMATION

(Completed by applicant)

(Note: Tree plantings may occur only mid November to mid March.)

In Memory of (Name):	
Birth Month / Year:	Deceased Month / Year:
Cost of Plaque with Garden stake is market price. Allow 3 weeks for plaque delivery. Recreation & Parks Department will order and invoice customer.	

TREE INFORMATION

(Completed by Landscape Manager)

Type of Tree:	Location of Tree/Plant:
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Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Director Signature:	Date:
City Manager:	Date:
Arborist:	Date:

Policy: The planting of Memorial trees and plants is allowed on City of Sandy Springs Park property. The planting location will be determined by city staff. The City will determine the location and other factors on all memorial plantings. All memorial recognition plaques will be the city's standard design. The design standard will include an 8"x6" bronze plaque on a garden stake mount. Exceptions must be approved by Sandy Springs City Council.

Garden Stake Mount Plaque Sample:

