

**Orleans Conservation Trust**  
Policy on Memorial Benches, Rocks and Trees  
March 24, 2011

**General Overview**

Memorial benches, trees and rocks are intended for the beautification of the Orleans Conservation Trust's (OCT) green spaces, recognition of supporters and to further educate the public and to encourage the preservation of open spaces in the Town of Orleans.

OCT will review requests submitted on the attached application form for the installation of a Memorial Bench, Rock or Tree (a "Memorial"). All applications will be considered on a first come, first served basis. Applications require approval by the Land Management Committee (LMC) and by a majority of OCT Board of Trustees.

OCT reserves the right to accept or reject any proposal and to determine the size, wording and location of any Memorial.

**Costs**

The applicant will be responsible for all expenses relating to the creation, installation and maintenance of such Memorial. OCT will bear no costs related to the proposal, design, installation or maintenance of a Memorial.

A donation to OCT is required at the time of installation. These funds will be directed toward OCT's future land preservation, management and educational efforts. The amount of the donation will depend of the type of memorial chosen.

A letter of OCT's decision will be sent to the applicant(s). At that time, if approved, a deposit of \$250 toward the cost of the project will be required. Full reimbursement of the cost and the donation will be payable to OCT prior to installation.

**Specifications**

**Bench (\$5000 donation)**

A memorial bench must be made of heavy-duty construction, consistent in design with other OCT-installed benches, and anchored to concrete footings. A professional approved by the LMC or by the OCT Administrator must install the bench.

**Restrictions:** In the event that the memorial bench is damaged or destroyed, the LMC will re-evaluate the installation location and determine if the site remains suitable for a memorial bench. If the LMC finds the location is no longer appropriate for a bench, the OCT Administrator will consult with the donor to find a more suitable site. Replacement costs will be borne by the donor.

**Rocks (\$3000 donation)**

Each application for a memorial rock will be evaluated based on location and safety requirements. The rock must be installed by a professional approved by the LMC or by the OCT Administrator.

**Trees (\$1500 donation)**

Trees are required to be a minimum of 1.5" to 2" caliper trunks and 8' tall, be native to the Northeast and appropriate for the habitat.

Planting can be done from April to May and from October to November. Planting locations will be selected by OCT after consultation with the donor.

Restrictions: In the event that the tree should die, become diseased or damaged, OCT will allow the replacement of the tree with a similar size tree of the same or similar species for a period of three years after the date of installation. After three years, the LMC will review the original proposal and determine if the site remains suitable for a memorial tree. Replacement costs will be borne by the donor except during the 12 month period following the original replanting of the tree, when it is expected that the nursery will replace the tree.

**Plaques for Memorials**

A maximum of 15 words will be allowed on each proposed plaque. Wording on the plaque and placement will be subject to approval by OCT.

**Related Items**

The final approval of all proposed Memorial Benches, Rocks and Trees, with or without accompanying plaque, will be decided upon by the OCT Board of Trustees. Memorials will be located consistent with the OCT general plan for the preserved land.

After the selection is made and payment has been received in full, the installation of the bench, tree or rock will take place. The OCT Administrator or a Trustee will advise the donor once installation is completed.

**Orleans Conservation Trust**

**Memorial Bench, Rock or Tree Application**

Last Name(s) \_\_\_\_\_

First Name(s) \_\_\_\_\_

Address \_\_\_\_\_ PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ Business \_\_\_\_\_

Email \_\_\_\_\_

Type of Tree Requested \_\_\_\_\_

Type of Bench Requested (Granite/ Wood/ Other) \_\_\_\_\_

Rock Requested (Size) \_\_\_\_\_

Requested Location (Address/Trail) Please attach map or sketch if possible.

\_\_\_\_\_

Requested Plaque Information (Name, Wording, Placement – Limit of 15 Words)

\_\_\_\_\_

\_\_\_\_\_

Payment \_\_\_\_\_ Receipt Requested YES NO

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please allow up to 4-6 weeks for review process completion. Return application form to:

**Orleans Conservation Trust**  
**P.O. Box 1078**  
**East Orleans, MA 10643-1078**

**Office Use Only:**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Location: \_\_\_\_\_ Installation Timeframe: \_\_\_\_\_