

## ORLEANS CONSERVATION TRUST

### Memorial Benches, Rocks and Trees Policy

Last amended June 25, 2019

#### General Overview

Designated benches, trees, rocks, and other types of physical memorials are intended to beautify the Orleans Conservation Trust's (OCT) green spaces, recognize its supporters, and encourage the preservation of open spaces in the Town of Orleans. These memorials provide a place for family, friends, and other visitors to reflect, enjoy the natural beauty around them, and appreciate what has been preserved.

Memorial benches, rocks, and trees placed on OCT land can be enjoyed by anyone visiting the site; therefore, flowers, seasonal ornaments, and items of a personal nature are not permitted and will be removed to preserve a natural aesthetic.

Requests to install a Memorial Bench, Rock or Tree (a "Memorial") should be submitted on the attached application form. 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 the OCT Board of Trustees.

OCT reserves the right to accept or reject any proposal and to determine the size and location of any Memorial on its properties and the wording proposed for any plaque to be installed. Memorials will be placed in a manner that is consistent with OCT's plans for the selected property.

#### Costs

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

In addition to the costs related to providing the memorial, the applicant is expected to make a donation to OCT at the time of installation, with donation levels according to memorial type as itemized below. These funds will be directed toward maintenance and repairs of memorials and toward OCT's land preservation, management, and educational efforts.

OCT will advise applicants in writing of its decision regarding a memorial. If approved, a deposit of \$250 toward the cost of the project will be required at that time. Full reimbursement of costs, as well as the donation, will be payable to OCT prior to installation.

After the memorial and location has been selected and payment has been received in full, the installation will take place. OCT will advise the donor once installation is completed.

#### Plaques for Memorials

For memorials that include a plaque, maximum of 30 words will be allowed on the plaque. Placement of the plaque and wording it contains will be subject to approval by OCT.

## **Specifications**

### **Bench (\$5000 donation)**

A memorial bench must be durable and anchored to concrete footings. A professional approved by the LMC or by the OCT Director must install the bench.

In the event that a 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, the OCT Director will consult with the donor to find a more suitable site.

### **Rock (\$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 Director.

In the event that site conditions change, the LMC may re-evaluate the installation location and determine if the site remains suitable for a memorial rock. If the LMC finds the location is no longer appropriate, the OCT Director will consult with the donor to find a more suitable site.

### **Tree (\$1500 donation)**

Trees must be at least 8 feet tall, have a minimum trunk size of 1.5” diameter at breast height, and 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.

During the first three years after planting, in the event that the tree should die, or become severely diseased or damaged, OCT will replace the tree with a similar size tree of the same or similar species. After three years, the LMC will review the original proposal and determine if the site remains suitable for a memorial tree.

**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 30 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**  
**203 South Orleans Rd**  
**Orleans, MA 02653**

**Office Use Only:**

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

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