

# Tree Planting Donor Permit

If you wish to consider a tree donation, here a few things you need to know to help you pick:

- Decide the Park you would be interested in donating a tree in. Some parks can be accommodated, and some can not. The Park you pick can have a direct impact on the type species you select. Call the Forestry Section at 905-372-8641 x 4369 to help answer and question you have about the process or fill out form and bellow and submit.
- Once you have an idea, contact the Forestry Section at 905-372-8641 x 4369 so that a site visit can be arranged with Forestry Staff.
- Wording for the plaque will be confirmed and approved before ordering. Plaque size is 4” x 8” cast bronze. Lead time for plaque are 12 to 16 weeks.
- You will be asked about payment options and timing (cash, cheque, or money order)
- Trees planted on municipal land become the property of the Town of Cobourg. These trees are then subject to regular maintenance by the Town.

Donation types and amounts:

Type One

- Single Tree Donation: \$450.00 (no plaque)
- Bronze Cast Plaque: \$400.00 (All orders are confirmed and approved with donor before ordering.)

Type two

- Green Planting Project: The Forestry section regularly has volunteer planting initiative in the spring. Donations under this section will go to the next available project. Donor’s name can be associated to the project on the Town web site. Contact the Forestry Section for more information. 905-372-8641 x 4369 or email [trees@cobourg.ca](mailto:trees@cobourg.ca)

Type Three

- Event Level Projects: If a cooperation or an organization has an idea for a large planting project in an existing park or vacant town land the Town would like to team up. Contact the Contact the Forestry Section for more information. 905-372-8641 x 4369 or email [trees@cobourg.ca](mailto:trees@cobourg.ca)

Location

All Parks are available to have Type one tree donations with the following exceptions:

- Victoria Park – No individual dedications.
- Peace Park – Limited space available.
- Arboretum on Elgin St W – Not available

All Type two and three location are based on the specific project.

Tree Species

You will need to select as species for your donation. Please consider the location you select. We encourage native tree that will mature and have a large canopy. The municipal staff are happy to help you select a tree that suits the desired location. A complete list of trees may be obtained from the Parks and Forestry Department of the Town of Cobourg.

- All trees shall be No. 1 grade, nursery-grown stock of a grade quality conforming to the horticultural standards and grown under proper cultural practices as adopted by the Canadian Nursery Trades Association.
- Trees shall be sound, healthy, and well-branched, free of disease and insects, and shall possess all the characteristics of the specified species.
- Trees shall be a minimum 50-millimetre caliper. (Depending on the species a tree this size will be 3 to 15 metres)

Planting logistics

The tree will be planted by the Parks and Forestry Department. Assistance and/or participation of the donor can be arranged depending on location and time. Talked to Staff to make arrangements.

**(Please note that at this time Staff will arrange to have the tree planted with out participation from the donner)**

Tax Receipt

All donations to the Town are eligible for a charitable donation receipt for income tax purposes.

# TOWN OF COBOURG / TREE APPLICATION FORM

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DESIRED DATE OF PLANTING:

SPRING PLANTING (permit must be received by Town by February 1) for planting in April.

FALL PLANTING (permit must be received by Town by August 1) for planting in October.

PREFERRED LOCATION OF PLANTING: \_\_\_\_\_

SPECIES: \_\_\_\_\_

REASON FOR DONATION:

Birth of a Child                       Bereavement                       Other \_\_\_\_\_

COMMEMORATIVE PLAQUE: \_\_\_\_\_ (Please specify)

Yes                                       No

COMMEMORATION IN NAME OF: \_\_\_\_\_

(Please Print)

INSCRIPTION FOR PLAQUE: (Please Print)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned accepts the terms of this permit.

Date at Cobourg, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Applicant Name (Print): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

How to submit the form and payment

Once your application has been approved, Staff will contact you with payment options. Cheques are made out to the Town of Cobourg.

Work you like a tax receipt? Yes  or No

For more help, contact the Municipal Arborist at 905-372-8641 x 4369 or e-mail [trees@cobourg.ca](mailto:trees@cobourg.ca)

Parks Operation Building: 740 Division Street, Building #7, Cobourg, ON, K9A 0H6

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FOR OFFICE USE ONLY:

Species of Tree Selected: \_\_\_\_\_ Size: \_\_\_\_\_

Planting Date:                      DAY: \_\_\_\_\_ MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

Installation Cost:                      \$ \_\_\_\_\_ Paid by Applicant:  Cheque                       Cash

Staff Initials: \_\_\_\_\_ Cityworks SR#: \_\_\_\_\_ WO# \_\_\_\_\_

Comments: \_\_\_\_\_