



TOWN OF DUNDEE  
 TREE BOARD  
 A Tree City USA Community  
 &  
 A Tree City of the World Community



[www.townofdundee.com](http://www.townofdundee.com)    [www.arborday.com](http://www.arborday.com)    #dundeebeautiful

## Dundee Legacy Tree & Park Bench Dedication Program Application

★ Honor      ★ Celebrate      ★ Memorialize      ★ Promote

Dundee Tree Board is providing an innovative way for you to celebrate an important person or memorable occasions in your life. All while providing lasting beauty to the Town of Dundee by planting tree or installing a bench at one of our beautiful parks.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Plaque:

Donor Name(s): \_\_\_\_\_

Reason for Donation: \_\_\_\_\_

Instillation Preference:

- Instillation with Ceremony**      Ceremony Date: \_\_\_\_\_  
 Town staff will coordinate with the donor to coordinate date and time.
- Instillation with no ceremony.**  
 Town staff will notify donor of date and time of instillation.

Please return the completed form along with a check or money order, made payable to Town of Dundee with Legacy Donation in the memo line, to the address listed below:

Town of Dundee  
 Tree Board Dedication Program  
 Attn: Melissa Glogowski  
 PO Box 1000  
 Dundee, FL 33838

For additional information or for questions,  
 please contact:  
 Melissa Glogowski  
[mglogowski@townofdundee.com](mailto:mglogowski@townofdundee.com)  
 863.438.8330 ext. 238





## Package Choice

Each package includes the price of the dedication item, plaque, installation, and maintenance.

**Tree Only:** \$400.00

**Bench Only:** \$600.00

**Tree & Bench:** \$800.00

### Tree Only Location:

Lake Marie

Lake Menzie

Lake Ruth

Henderson Park

✓	Small Trees – less than 30'	✓	Medium Trees - 25-40'	✓	Tall Trees – more than 40'
	Crapemyrtle		Tabebuia		Cypress Pine Tree
	Bottle Brush		<b>Color Preference</b>		Southern Magnolia
	European Fan Palm		Pink or Pink/White		Sweet Bay Magnolia
	Eagleston Holly		Yellow or Gold		Winged Elm
	Turkey Oak		Mastic		Live Oak

### Bench Only Location:

Dundee Depot

Main Street

### Tree and Bench Location:

Lake Marie

Lake Menzie

Lake Ruth

Henderson Park

Swede Hill

✓	Small Trees – less than 30'	✓	Medium Trees - 25-40'	✓	Tall Trees – more than 40'
	Crapemyrtle		Tabebuia		Cypress Pine Tree
	Bottle Brush		<b>Color Preference</b>		Southern Magnolia
	European Fan Palm		Pink or Pink/White		Sweet Bay Magnolia
	Eagleston Holly		Yellow or Gold		Winged Elm
	Turkey Oak		Mastic		Live Oak





## Dundee Legacy Tree & Bench Program Policy

1. The Dundee Tree Board in cooperation with Dundee Parks & Recreation shall coordinate and administer the Dundee Tree & Bench Dedication Program.
2. Planting of trees will occur during the normal planting season of February 1st through June 30th, with planting season being approximate, as it may vary due to weather and other factors. The Town will maintain the tree to the best of its abilities but cannot guarantee the tree for longer than the guarantee given by the nursery where the tree (s) were purchased.
3. Benches and monuments shall be maintained by the Town for a period not to exceed ten (10) years from the date of installation. Maintenance shall include and be limited to cleaning and minor repairs. If a bench is vandalized or stolen, the donor shall be notified.
4. Donors are not required to repair a bench damaged by theft, vandalism, or weather, although the donor may elect to replace or repair the bench at their expense. If the donor elects to replace the bench, the installation and application fees may be waived at Town staff's discretion. The Town shall not be held responsible for loss or damage to the bench due to but not limited to theft, vandalism, disease, or weather.
5. The program offers multiple tree options, with one choice of bench design available. Every effort will be made to accommodate a donor's choice of location. If the location of choice is not available, the Public Works Department will work with the donor to select an alternative location. If the donor and town are unable to locate a suitable replacement location, the application may be withdrawn by the donor.
6. The complete fee shall be paid in full, following notification of the application's approval. Fees are non-refundable under any circumstances once the dedicated items have been ordered.
7. Installation shall not commence until all project approvals have been obtained and payment in full has been received.
8. Reasonable efforts shall be made by the Town to accommodate a donor's request for the timing of a bench installation. However, due to consideration regarding special events, weather, staff scheduling, or other unknown activities that may occur at the site installation dates cannot be guaranteed.
9. Written confirmation shall be sent to the donor by the Town after an installation is complete.
10. The Town reserves the right to relocate a bench at any time should such the action become necessary. This includes but is not limited to property development, vandalism, or interference with park operations. The Town will make every reasonable effort to contact the donor before relocating the bench, should relocation be required.
11. It shall be the responsibility of the donor to keep the Town informed as to the current mailing address for all communication. Notices or other correspondence mailed to the address on file with the Town for the donor or their representative shall constitute actual delivery and notification.

**I have read the Dundee Legacy Tree & Bench Program Policy thoroughly and understand all terms and conditions. My signature below constitutes my acceptance of all the terms and conditions set forth herein.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

