



## **PLANT-A-TREE \* MEMORIAL BENCH PROGRAM INFO**

The City of Napa Plant-A-Tree/ Memorial Bench Program provides individuals and organizations a means to enhance our City Parks or trails while memorializing a person or special event. The program provides an opportunity for citizens to provide funds for a tree or bench that honors family members or friends who have passed on or the celebration of a special achievement or event.

By planting trees or installing new benches, City Parks and trails are beautified and the donations act as a lasting memorial and remind the donors of those being honored. The Parks & Recreation Services Department works with donors to help in the selection and location of either the tree or bench. A specific list of trees for planting and a standard bench style has been designated for these areas. Final approval of tree species and location, however, is the responsibility of the Department.

A certificate acknowledging the donation including the reason for the donation, the date the tree was planted or bench installed and the location is presented to whomever the donor wishes. Permanent plaques are only allowed for benches and must be supplied by the donor. Signs or markers are not allowed for trees under this program.

If you or your organization wishes to participate in this program, please fill out the attached form and return it to the Parks & Recreation Services Department. Parks Division staff will evaluate the desired park location and contact you about your choice of available locations.

Once the City has approved the location, applicants will need to pay the appropriate fee in order for the City to purchase the tree or bench. The standard tree will be a 15-gallon container size. If desired, a larger (24" box) may be selected for an additional fee if there is adequate planting space. Parks staff will deliver the tree to the planting site. Staff will prepare the planting hole. If the donor wishes to plant the tree, staff can assist or leave the entire planting to the donor. The donor will be contacted to coordinate a planting date by staff. City staff will perform all bench installations.

Parks staff will maintain the tree by watering, staking, and pruning the tree when necessary. Volunteers who wish to help with tree maintenance are always welcome. Please contact the Parks & Recreation Services Department if you wish to volunteer to water or help with tree maintenance.

For more information on the Plant-A-Tree/ Memorial Bench Program, contact the Parks & Recreation Services Department at 257-9529. Business hours are Monday through Friday, 8:00a.m. -5:00p.m.



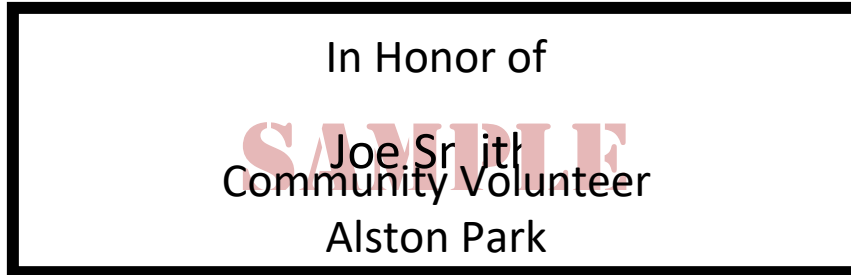
Ordering and purchasing plaque is the responsibility of the applicant

City of Napa - Memorial Bench Plaque Standards  
Must be -Cast Brass or Bronze – Blind mount threaded

Option 1 - Standard – covers 1 bench slat

8"

3"

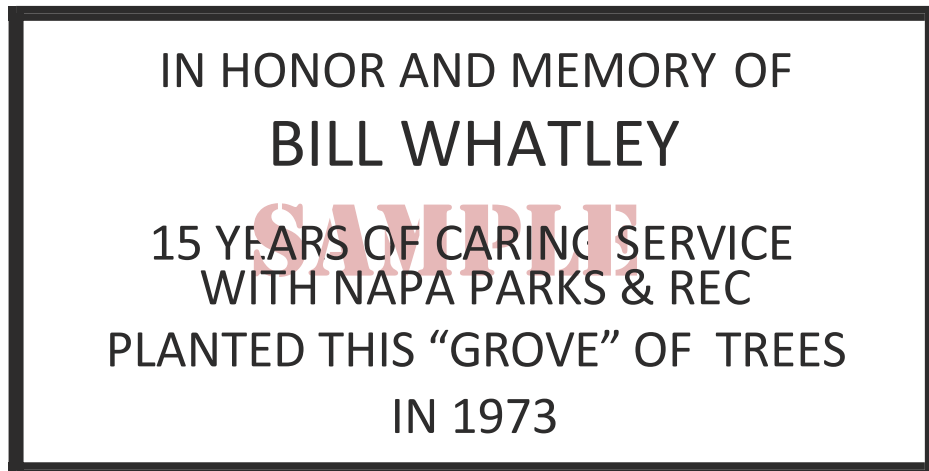


Can accommodate  
4 lines of text

Option 2 - Standard – covers 2 bench slats Maximum  
Size

11"

5"



Can accommodate  
6 lines of text

# Park Bench

Made from recycled plastic



Parks Bench example



Plaque example – on seat back

# Downtown Bench

Cast Iron and steel powder coated Finish



DT -Backless – Riverfront/promenade only  
Plaque on seat



DT -with back -Parks, plazas  
Plaque on seat back