



<b>FOR OFFICE USE ONLY</b>	
Date Rcvd: _____	Date to Parks: _____
Date Installed: _____	
Cash/Check _____	Amt(\$): _____

**Application for Memorial Bench or Tree**

Date: \_\_\_\_\_

**Form #PWP001 (rev. 06/2020)**

Select One:                      Memorial Bench [  ]                      Memorial Tree [  ]

In Memory Of: \_\_\_\_\_

Name of Donor or Representative: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Requested Park Location: \_\_\_\_\_

Requested Bench Style or Tree Species: \_\_\_\_\_  
[Please see our website for a list of approved bench styles and tree species.]

Note: The park location and/or species requested is not guaranteed. The Park Division will work with the donor to best accommodate the request. No memorials will be added to Southport Park at this time.

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**Memorial Bench Only**

Bench prices vary by style; please see our website for pricing information.  
A permanent 6"x2" plaque will be ordered & installed in the concrete near the bench by the Park Division for \$30.  
Park staff will contact donor to notify them of installation date.

Plaque Inscription Information [No more than 35 characters in Line 1]

Line 1: \_\_\_\_\_

Line 2:        Month \_\_\_\_\_ Year \_\_\_\_\_

Example :

In Memory of John William Smith  
June 2005

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**Memorial Tree Only**

After the request is received, the City Forester will review for placement and tree selections. The donor will be contacted to discuss the location and tree species options. The tree can then be purchased by the donor from Swartz Nursery at 1743 30<sup>th</sup> Avenue in Kenosha. Their telephone number is 262-552-8210. The nursery will contact our office when the tree is ready for pick-up and staff will plant the tree in the proper location.

Costs vary based on the size and species of the tree. No memorial plaques may be placed at the site or on the tree without written permission from the Board of Park Commissioners.

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**Return this form to:**  
**City of Kenosha,**  
**Public Works – Park Division**  
**625 52<sup>nd</sup> St – Room 305**  
**Kenosha, WI 53140**