

Tree Planting Donor Permit

If you are considering a tree donation, here a few things you need to know:

- Decide on the park you would be interested in having the donated tree planted in. Most parks can be accommodated, but there are a few exceptions. The park location you choose can have a direct impact on the type of species you select. Call the Forestry Section at 905-372-8641 x 4369 to help answer any questions you have about the process or fill out the form below and submit.
- Once you have an idea, contact the Forestry Department at 905-372-8641 x 4369 to arrange a site visit 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 plaques are 8 to 10 weeks.
- You will be asked about payment options and timing (cash or cheque)
- Trees planted on municipal land become the property of the Town of Cobourg. The trees are then subject to regular maintenance by the Town.

Donation Types and Amounts:

Type One

- Single Tree Donation: \$450 (no plaque)
- Bronze Cast Plaque: \$275 (All orders are confirmed and approved with donor before ordering.)

Type two

- Green Planting Project: The Forestry section regularly has volunteer planting initiatives 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

Type Three

- Event Level Projects: If a corporation or an organization has an idea for a large planting project in an existing park or vacant town land the Town would like to work with you. Contact the Forestry Section for more information. 905-372-8641 x 4369 or email 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* locations are based on the specific project.

Tree Species:

You will need to [select a species for your donation](#). Please consider the location you select. We encourage native trees 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. Contact Staff to make arrangements.

(Please note that at this time Staff will arrange to have the tree planted without participation from the donor due to COVID-19)

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: _____ Phone: _____

Address: _____

Email: _____

Desired Planting Date:

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

FALL PLANTING (permit and payment 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 _____ (Please specify)

Commemorative Plaque: Yes No

Commemoration in Name of: _____ (Please Print)

Inscription for Plaque: (Please Print)

The undersigned accepts the terms of this permit.

Dated at Cobourg, ON 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.

Would 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

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: _____