

# Commerce Township Parks and Recreation Tree & Bench Donation Policy

Commerce Township Parks and Recreation Department consists of 11 parks and approximately 1200 acres of land within the Township. This policy has been established to ensure appropriate oversight is provided in preserving our Township parks while allowing you to honor and memorialize a loved one.

## Memorial Bench

The Commerce Township Parks & Recreation Department has selected a standard 6ft bench for all parks and trails within the Township. While a donor can choose a park/trail of their choice, final placement within the park will be determined by the Director of Parks and Recreation along with the Parks and Recreation Board. The donation term for a bench is 10 years or the useful life of the bench; whichever comes first. Should renovations within a park require removal and/or replacement, the Commerce Township Parks & Recreation Department will move the bench to the nearest available location. At the end of the term, a donor may request to have the plaque returned to them by contacting:

Commerce Township Parks and Recreation Department  
2009 Township Dr.  
Commerce Township, MI 48380  
Email: [parks@commercetwp.com](mailto:parks@commercetwp.com)

Please submit your Bench Donation Application Form (Exhibit A) to the Commerce Township Parks and Recreation Department at the Richardson Community Center or via email to [parks@commercetwp.com](mailto:parks@commercetwp.com). All applications will then be reviewed at a regularly scheduled Parks and Recreation Meeting, the 4th Monday of the month. Upon approval by the Parks and Recreation Board, and receipt in full of the donation, the bench and plaque will be ordered. Installation of the bench will be dependent upon weather conditions and time of year. After the bench is placed, the donor will receive a letter with the location.

## Memorial Tree

Tree donations are a great way to memorialize a loved one or commemorate a special event for years to come. You have the option of selecting your desired tree type from an approved list of trees native to Michigan. Donors can also choose which park they would like to have the tree planted, the final location of planting will be determined by Commerce Township Parks and Recreation Board. Donation to include cost of tree, planting, plaque and continued maintenance. All plaques will be displayed inside the Richardson Community Center for 10 years or the life of the tree; whichever comes first. At the end of the term, a donor may request to have the plaque returned to them by contacting:

Commerce Township Parks and Recreation Department  
2009 Township Dr.  
Commerce Township, MI 48380  
Email: [parks@commercetwp.com](mailto:parks@commercetwp.com)

While Commerce Township Parks and Recreation can not guarantee the survivability of Memorial Trees, any trees needing replacement within the first year will be replaced at no charge. Any/all Memorial Trees and plaques must remain original; lights, ornaments, bird houses, wind chimes and decorations of any kind are not permitted. Commerce Township has the right to remove any and all additions without prior notice. Any personal property left on or immediately adjacent to any tree within a Township park is forfeited by the owner and may be disposed of in any manner in the sole and absolute discretion of the Township without notice or return to the owner.

Please submit your Memorial Tree Donation Application Form (Exhibit B) to the Commerce Township Parks and Recreation Department at the Richardson Community Center or via email to [parks@commercetwp.com](mailto:parks@commercetwp.com). All applications will then be reviewed at a regularly scheduled Parks and Recreation Meeting, the 4th Monday of the month. While donations are accepted year round, trees will only be planted in the spring and fall. After the tree is planted, the donor will receive a letter with the location.

**Exhibit A**  
**Commerce Township**  
**Bench Donation Application Form**

**1. Memorial Bench** - The price of a memorial bench is \$2,500. This will include the bench, memorial plaque, concrete footing and maintenance.

**2. Applicant Information**

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

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

**3. Placement Information**

Please select desired park

Bicentennial Park	Byer's Homestead	Dodge Park 5	Hickory Glen Park
Robert H. Long Nature Park	Maple Glen Park	Mill Race Park	Ralph C. Richardson Park
Snowy Ridge Sledding Hill	Victory Park	Wise Woods	

**4. Plaque Information**

Please complete the attached plaque form.

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

# THIS IS A 2" x 10" PLAQUE LAYOUT

LINE 1  
LINE 2  
LINE 3  
LINE 4  
LINE 5



PLAQUE NOT TO SCALE

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

BENCH MODEL: \_\_\_\_\_ WOOD/PLASTIC COLOR: \_\_\_\_\_  
POWDER COAT COLOR: \_\_\_\_\_

PLAQUE SIZE:  (2"x10")

**GUIDELINES FOR PLAQUES**

(Using our standard Georgia Font {font size .313})

10" LENGTH PLAQUE

56 LETTERS WITH UPPERCASE & LOWER CASE *PER LINE*

48 LETTERS WITH ALL UPPERCASE *PER LINE*

60 LETTERS WITH ALL LOWER CASE *PER LINE*

\*\*\* THIS INCLUDES SPACES!!

ABOVE INFORMATION IS USING TEXT ONLY ON PLAQUE LAYOUTS

IF GRAPHICS ARE USED, ALL GUIDELINES WILL BE VOID AND WILL BE CALCULATED ACCORDING TO GRAPHIC SIZE.



**Exhibit B**  
**Commerce Township**  
**Tree Donation Application Form**

**1. Memorial Tree-** The price of a memorial tree is \$500. This will include the tree, memorial plaque, planting, watering, staking and 1 year warranty.

**2. Applicant Information**

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

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

**3. Placement Information**

Please select desired park

Bicentennial Park	Byer's Homestead	Dodge Park 5	Hickory Glen Park
Robert H. Long Nature Park	Maple Glen Park	Mill Race Park	Ralph C. Richardson Park
Snowy Ridge Sledding Hill	Victory Park	Wise Woods	

**4. Tree Selection**

Please indicate your desired tree:

Deciduous: <ul style="list-style-type: none"> <li>• Oak, Red</li> <li>• Oak, Pin</li> <li>• Oak, Swamp White</li> <li>• Maple, Red</li> <li>• Maple, Sugar</li> </ul>	<ul style="list-style-type: none"> <li>• Ginko</li> <li>• Tuliptree</li> <li>• Dogwood</li> </ul>
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Signed: \_\_\_\_\_ Date: \_\_\_\_\_