



**CITY OF SPRINGBORO  
MEMORIAL TREE PROGRAM  
REGISTRATION INFORMATION**

Spring \_\_\_\_\_

Fall \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Tree Chosen \_\_\_\_\_

Location \_\_\_\_\_

Planting Date \_\_\_\_\_

Marker (Circle one: In Memory Of or In Honor Of)

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

Line 2 \_\_\_\_\_

Replacement expiration date (5 years from planting date) \_\_\_\_\_

Check # \_\_\_\_\_ Amount \_\_\_\_\_ Date Received \_\_\_\_\_

Return to: City of Springboro  
Tree Authority  
320 West Central Avenue  
Springboro, Ohio 45066

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**GUIDELINES AND COVENANTS**

- Trees are normally planted twice a year. (Spring and Fall at the City's convenience. Spring orders must be placed by March 15<sup>th</sup> and Fall orders by September 15<sup>th</sup>.)
- The program fee is \$300.00, which includes installation. Payment is due in full when the application is submitted.
- Tree care will be provided by the City. Tree replacement is guaranteed for five (5) years from time of planting. (Replacement trees, if needed, will be compatible to trees originally planted.
- An engraved granite marker is included and will be placed near the base of the tree.
- In Honor of/In Memory of is the standard first line, applicants can add 2 additional lines. (See attached diagram)
- All requests outside parameters detailed above will be reviewed and researched by the Tree Authority and be handled on a case-by-case basis.
- The Tree Authority will review the above guidelines and covenants annually.
- For more information, please contact:

Jon Brown  
Parks Maintenance Supervisor  
220 East Mill Street  
Springboro, Ohio 45066  
(937) 748-0020  
[jonb@cityofspringboro.com](mailto:jonb@cityofspringboro.com)

**GRANITE MARKER FOR  
MEMORIAL TREE PROGRAM**

IN HONOR OF  
MARY HENDERSON  
12/1/51 – 12/1/17

The plaque is a 10” wide x 8” deep Black Granite marker with laser engraved lettering.

*Illustration above is not to scale.*