



**CITY OF SARATOGA  
13777 FRUITVALE AVENUE  
SARATOGA CA 95070**

**TREE/BENCH DEDICATION  
PROGRAM**

TREE \$500

PLAQUE 4 x 6 @ \$280 – three to four lines with 20 characters/spaces across  
5 x 7 @ \$330 – three to five lines with 24 characters/spaces across  
6 x 8 @ \$390 – four to six lines with 28 characters/spaces across

(CAN ONLY BE PURCHASED ON A NEW DEDICATED TREE)

BENCH \$1650 – Plaque size for bench 10" x 2" @ \$165 – up to 3 short lines

**APPLICANT:**

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

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

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Desired Placement of Tree/Bench: \_\_\_\_\_

Desired Dedication Inscription: (4 lines maximum-for tree/rock plaques)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STAFF USE ONLY:**

Check # \_\_\_\_\_ Cash \_\_\_\_\_

Account Numbers:

Location: \_\_\_\_\_

Tree: 421 9212 001 46512 \$ \_\_\_\_\_

Work Order: \_\_\_\_\_

Bench/Plaque/Rock: 111 5301 46511 \$ \_\_\_\_\_

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

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

TOTAL: \$ \_\_\_\_\_



## **GUIDELINES TREE AND BENCH DEDICATION PROGRAM**

1. The point of contact for the tree/bench dedication program is the Public Work's office  
Joan Smith  
City of Saratoga Public Works Department  
19700 Allendale Avenue  
Saratoga, CA 95070  
Phone: (408) 868-1245  
Fax: (408) 868-1278  
Email: [jsmith@saratoga.ca.us](mailto:jsmith@saratoga.ca.us)
2. City staff will determine the bench site and bench type, tree species, and tree location.
3. Appropriate engraving on the plaque will be in the style and size specified by the City.
4. All checks will be made payable to the "City of Saratoga".
5. City staff will perform routine maintenance. Vandalized tree/benches will be repaired at City expense, including the plaque.
6. The City cannot guarantee the future condition of trees/benches. When a bench can no longer be repaired the donor will be called and given the option to replace the bench. If the bench is not replaced the City has the right to remove it and will send the plaque to the donor.
7. The tree or bench is only a marker and is not a place of worship, a cemetery or official gathering place. Flowers and other memorabilia are not permitted and will be removed by maintenance staff.
8. The Public Work's Office will maintain a record of all donations.