



## Dedication Program Information

The City of Richardson's Parks and Recreation Department (PAR) is happy to work with citizens who wish to donate a tree or bench to be placed in a city park. Please contact the Superintendent of Parks, Jeff Jackson, to begin the process.

### BENCHES

Benches may be placed in most parks, though there are specific areas that have been designated for bench replacement as we continue to keep our park system updated. The Parks Superintendent will assist donors in finding the perfect spot as many have already been located. Benches may no longer be an option for Prairie Creek near the waterfall, Heights Park, or Crowley Park, unless it is to replace a bench around the playgrounds. Benches will be installed on a concrete pad and will meet ADA requirements. Benches are installed twice per year—usually in March and September. This gives us time to make sure the bench and all necessary materials are ordered and on-hand for the installation. For Spring installations, Plaque details must be submitted to the Superintendent no later than December 1<sup>st</sup>. For Fall installations, Plaque details must be submitted to the Superintendent no later than June 1<sup>st</sup>. Plaques take up to 12 weeks to create. Bench/Plaque must be paid for prior to plaque creation and submitted prior to the June 1<sup>st</sup> or December 1<sup>st</sup> deadlines.

A plaque may be included with the bench at no additional cost. Donors may submit their proposed plaque text in writing or via email to the Parks Superintendent, and the plaque will be installed along with the bench. We do not permit plaques to display birth or death dates. A singular year (such as the year of dedication) is acceptable.

Once the plaque text is approved, the donor will be invoiced \$2000 for the bench donation, and the project will be scheduled for the next round of installations. The PAR will manage procuring the plaque from our vendor and install everything at once. PAR will provide maintenance and upkeep of the bench for its lifetime. However, plaques will have a 5 year long period that PAR will replace at no cost, after that time replacements will be on the donor.

## TREES

Trees may also be placed in almost any park. The Parks Superintendent will work with the donor to determine the location. We will plant a tree of approximately 4-inch caliper size through our contracted tree vendor. PARD will water and maintain the tree going forward. We typically ask donors to pay half the cost of the tree. The donor's cost will range between \$225 and \$275 depending on the species and availability. We do not place plaques with trees.

We plant trees in the fall and early spring exclusively. Donation trees will be planted between October and December or in March-April. Species available for planting are:

- Burr Oak
- Live Oak
- Red Oak
- Chinquapin Oak
- Cedar Elm
- Bald Cypress
- Chinese Pistache
- River Birch
- 'October Glory' Red Maple

## PROCEDURE

An interested donor may contact the Parks Superintendent to start the process. A site meeting to determine the location of the bench or tree can be arranged. There are some areas that may not be suitable for a bench or tree, but we will work to find a location that works for all parties. In the case of benches, the donor will be invoiced at the beginning of the project. For tree donations, the donor will be invoiced after the tree is planted. There is also an agreement to sign that will be emailed prior to installation.

## CONTACT

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