

**CITY OF VAUGHAN
TREE DEDICATION — APPLICATION FORM**

OFFICE USE ONLY (To be completed by the Manager of Parks Services)

CTS No. _____ Official Receipt No. _____
Processing Fee: \$ 60.00 Received By: _____ Date: _____
Cost of Tree \$ 583.00 Received By: _____ Date: _____
Approved: _____ Denied: _____
Method of Payment: _____

CHECK LIST

1. Application
(including \$60.00 non-refundable processing fee.)
 2. Director's Approval Initial
 3. Manager's Approval Initial
 4. Park/Open Space Location Approval
 5. Fees Paid
-
-

APPLICATION # _____

The personal information on this form is collected for the purpose of approving the installation of a dedication tree and will be used for the purposes of this application only. This application may contain personal information as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information will be used to process this application and for administrative purposes related to the tree dedication. Questions related to the collection of this information should be directed to the Municipal Freedom of Information and Protection of Privacy Act Coordinator, 2141 Major Mackenzie Drive, Vaughan, Ontario, L6A 1T1 (905) 832-8504 Extension 6142.

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Instructions for Completion of Application:

1. Application form to be completed by applicant. Print CLEARLY. Incomplete applications will delay approval.
2. If paying by cheque, make cheque payable to: The City of Vaughan, Parks.
3. Submit this application and supporting documentation to Parks & Forestry Operations, Joint Operations Centre located at 2800 Rutherford Road, Vaughan ON L4K 2N9.

APPLICANT INFORMATION

1. Date: _____
2. Name of Applicant/Agent: _____
3. Mailing Address of Applicant:

4. Telephone: _____ Work No.: _____
Fax: _____
5. Proposed Park / Open Space for tree to be located:

OPTION #1:

OPTION #2:

6. Proposed description as to appear on dedication plaque:
(Maximum of 3 lines)

Examples:

**In Loving Memory
Name of Person
You will always be in our hearts**

**In Memory of our Friend
Name of Person
1988 – 2007**

**Dedicated to
Name of Person
In appreciation**

7. Is there a specific date for which the Dedication Tree installation is required?
 Yes No

8. If Yes, what date? _____

9. Fee Requirements: (includes GST)

1 Tree (deciduous or coniferous)..... \$583.00

Fee includes:

- locates
- supply and installation of 50mm calliper tree

1 Dedication Plaque (optional)..... \$95.00

Fee includes:

- supply and installation of 3"x 5 1/8" dedication plaque
- maximum 3 lines

*A non-refundable processing fee of \$60.00 to be included at time of submission.

Declaration

I hereby declare that the statements made by me upon this application are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent off this application.

Signed at the City of Vaughan this _____ day of _____, 20____

Signature of Applicant: _____

Please print name: _____

City of Vaughan

Director's Approval

Date