

TOWN OF DOVER SHADE TREE COMMISSION (“STC”)

TREE DONATION PROGRAM

The Town of Dover Shade Tree Commission Tree Donation Program offers community members the opportunity to commemorate loved ones, celebrate special occasions, or contribute to the beautification and sustainability of Dover’s public spaces by donating trees. You may also request that your donation be utilized to improve a specific park at the time of your donation.

Town of Dover Shade Tree Commission Tree Donation Program Policy

1. This policy is designed to enable residents and park visitors to support Dover parks through a contribution. The Tree Donation Program is open to individuals, families, community groups, businesses and organizations. Donations may be made in honor or memory of an individual, to commemorate a special event, or as a gift to the community.

2. **New Tree Planting:** Donors may fund the planting of a new tree in approved public spaces; it being understood and agreed that species selection and placement shall be determined collaboratively by the STC and the Department of Public Works (“DPW”) based on site suitability, diversity goals and long-term maintenance considerations.

The STC and DPW will work with donors to select appropriate locations for the new tree planting. Final approval for tree placement lies with the STC.

The STC shall be responsible for the procurement, installation and maintenance of all trees purchased using donated funds.

3. **Planting Schedule and Fund Allocation:** Trees will be planted during the spring (April to May) and fall (October to November) planting seasons to ensure optimal growing conditions.

Donations received prior to the spring planting season (April to May) will be used to augment the number of trees planted in the spring.

Donations received after the spring planting season will be allocated toward the fall planting season (October to November); it being understood and agreed that if the fall planting cannot be completed due to inclement weather or other unforeseen circumstances, the funds will be re-allocated to the next year’s spring planting season.

Donors will be notified of their tree’s planting date as it is scheduled.

4. **Donations:** All donations should be made payable to Town of Dover Shade Tree Commission.

- a. **Tree Donations:** To ensure program sustainability and consistency with actual planting costs, the STC establishes a minimum tree donation amount of \$550.00 per tree (or such amount as may be adjusted by resolution of the STC). The donation fee will cover: (i) the purchase of the tree; (ii) planting and installation by DPW (or certified contractor); and (iii) initial care and maintenance. Actual donation amounts may vary based on tree species, size or site conditions.

Optional commemorative plaque is available at an additional cost. All plaque language must be approved by the Shade Tree Commission (STC). Plaques will follow guidelines set by the STC to ensure consistency and appropriateness. No logos of any kind are permitted on plaques.

Complete funding for the donation must be processed before the commencement of any work.

- b. **Monetary Donations:** The STC will accept monetary donations to be placed in a general fund to support tree planting, maintenance and canopy expansion initiatives.

5. **Tree Maintenance and Replacement:** The STC will maintain newly donated trees for their natural lifespan, with regular care during the establishment period (typically the first 1-2 years). Should a tree fail to thrive within two years of planting, the STC will make one replacement at no additional cost. The STC cannot guarantee replacement due to natural events or unforeseen circumstances.

6. **Program Limitations:** Tree donations are limited to public spaces maintained by the STC. The STC reserves the right to relocate or remove trees if necessary due to safety, construction, or environmental reasons. The STC will use commercially reasonable efforts to notify donors if such action is required.

7. **Recognition:** Donors will receive a certificate of appreciation from the STC. Donated trees will be listed on the STC's website and/or social media pages.

8. **Process:**

- Submit a completed Tree Donation form and minimum donation payment. Forms shall be available on the STC website or at the Town Hall.
- Participate in a consultation with the DPW or STC regarding species selection and site placement.
- Upon approval, planting will be scheduled in the appropriate season (spring or fall).

9. **Miscellaneous:** This policy does not supersede the regulations or ordinances of any Town of Dover regulating authority.

