GUIDELINES – PROCEDURES

- Donor calls or visits City Office to complete this form. Select type of tree and location from Master Map. Donor will purchase and either plant themselves or have the nursery plant the tree. City Staff will help determine where the tree will be planted based on Master Map.

- Trees must be potted – no bare root trees allowed. Trees must be a minimum of four feet – NO seedlings allowed.

- Donor may care for the tree or arrange for care, or the Park Board will arrange for care. If the tree dies, the Park Board will provide a replacement at no charge (limit – ONE).

- Donor will design the dedication plaque – Using the form below. Please PRINT or TYPE. City Staff will order the engraved plaque, subject to approval of the Park Board. The cost of the plaque is $30.00 (to be paid by DONOR, make check payable to City of Wadena).

- The following flowering varieties are allowed:
  - Hopa Crab
  - Kelsey Crab
  - Snowdrift Crab
  - Royalty Crab
  - Seldirk Crab
  - Pink Spires Crab
  - Radiant Crab
  - Thunderchild Crab
  - Red Splendor Crab
  - Amur Maple
  - Hawthorne

- The following hardwoods are allowed:
  - Maple
  - Oak
  - River Birch
  - Linden

- The following evergreen varieties are allowed:
  - Norway Pine
  - Blue Spruce
  - Black Hill Spruce

- The Park Board will consider special requests for other tree varieties.

Memorial Tree Plaque Order Form
*One letter or space per square

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Donor Name: ___________________________________________ Date Paid: _______

Tree #: ______________ Sample Text for Plaque: 

Planted June 2007 in Memory of John A. Public
by his family & friends

City of Wadena
PO Box 30
222 Second Street SE
Wadena, MN  56482