

VILLAGE OF LANCASTER
TREE DEDICATION APPLICATION

Name of Applicant: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Contact Phone: _____ **Email:** _____

DEDICATION MARKER: Bronze Plaque measuring 8" x 7" depicting the Village seal and five lines of text.

1st Line - (circle one): "Dedicated in Memory of" or "Dedicated in Honor of"

2nd Line - Name Part 1 (up to 19 characters and spaces): First name and Middle name if desired

3rd Line - Name Part 2 (up to 19 characters and spaces): Last name

4th Line - Inscription (up to 34 characters and spaces): Example: "From Her Loving Children"

5th Line - Year of Dedication (2026)

Return completed, signed form and fee to:

TREE DEDICATION
C/O OFFICE OF THE VILLAGE CLERK
5423 BROADWAY
LANCASTER, NY 14086.

Application and Marker Fee: \$365.00

MAKE CHECKS PAYABLE TO THE VILLAGE OF LANCASTER. ALL FEES DUE AT TIME OF APPLICATION. Your purchase of a marker honors members of our community by dedicating a tree that helps beautify our Village, creates a sense of ownership, and provides a meaningful amenity that users of the outdoors will enjoy and appreciate as time goes by. You are encouraged to take advantage of this opportunity to acknowledge or remember a loved one with a lasting tribute.

I have read and agree to the Dedication Marker Agreement on the reverse of this page:

Applicant Signature

Date

DEDICATION MARKER AGREEMENT

By signing, I agree to the following conditions:

- Wording on the marker will be approved only after review by the Village of Lancaster Forest Advisory Board. Approval may be conditional at the discretion of the Forest Advisory Board.
- The marker will be the property exclusively of the Village of Lancaster and shall not be removed or relocated without the permission of the Village of Lancaster, the Village of Lancaster Forest Advisory Board or the Village of Lancaster Department of Public Works.
- The marker will be affixed adjacent to a tree deemed suitable by the Forest Advisory Board and Village of Lancaster Department of Public Works.
- The timing of the marker placement is contingent on manufacturing times and at the convenience of the Department of Public Works.
- Markers may be temporarily removed at times by the Forest Advisory Board or Department of Public Works when required for landscaping, snow removal, construction, or other maintenance.
- The Village may permanently remove or relocate the marker if the Village determines that removal or relocation is in the Village's best interest.
- Non-perishable items placed by the markers, such as photos, plastic flowers, and beads are not permitted and will be removed.
- The Village of Lancaster reserves the right to adjust the Application and Marker Fee and the Dedication Marker Agreement as needed. Check the Village of Lancaster website (lancastervillageny.gov) for the most up to date information.
- The Village will make every reasonable effort to maintain trees and markers, but will not be responsible for acts of nature, survivability of trees, damage, or vandalism to the trees or the markers. The Village has sole and absolute discretion to make repairs or replace trees and markers but shall not be required to do so.

For questions, please call the Village Clerk's office at (716) 683-2105.

OFFICE USE ONLY:

Paid: _____

Check Number: _____

Application Date: _____

FOR FOREST ADVISORY BOARD USE ONLY:

APPROVED _____ NOT APPROVED _____

APPROVED WITH CONDITIONS (explain)
