

**CITY OF TAKOMA PARK
COMMEMORATION COMMISSION**

**APPLICATION TO INSTALL A COMMEMORATIVE PLAQUE
ON A BENCH OR IN FRONT OF A TREE**

Name:

Address:

Telephone:

Email:

Install Commemorative Plaque on an Existing Bench on in front of an Existing Tree

Location Requested:

Name of person to be commemorated:

Staff will contact you to meet at the location to confirm the tree and location of the plaque.

Application and installation fee to the City: \$300 (once location approved)

The applicant will pay the vendor directly for the bronze plaque and mounting hardware.

Plaque Inscription – Bronze 5” x 2” (3 lines, xx characters per line)

Once the application is approved, you will receive an order form to send to an approved plaque vendor along with payment for the inscribed plaque and mounting or installation hardware.

Approximate cost for a plaque to be placed on a bench: \$_____

Approximate cost for a plaque to be placed in front of a tree: \$_____

Take the plaque to the Public Works Department for installation and make the payment for the recognition.

**Plant an Honor Gift Tree
(Certificate only)**

Location Requested:

_____Number of Trees **\$250 per tree**

Name and text to be placed on the certificate.

Please complete and submit this application online.

Commemoration Commission
City of Takoma Park
7500 Maple Avenue
Takoma Park, MD 20912

For further information contact:

Jessie Carpenter, City Clerk, 301-891-7267, jessiec@takomaparkmd.gov.