

## **City of Kingston's Park Tree Donation Program**

The City of Kingston park tree donation program allows for the commemoration of a special occasion, person, or group and at the same time helps beautify your favorite park. Trees planted or supported through donations will receive care and maintenance. A donor recognition plaque will be installed at the base of the tree.

### **2026 Donation Pricing**

**New Tree Planting: \$1,000**

**Existing Tree Supporting Donation: \$500**

Donation funds acceptable via check made payable to City of Kingston.

### **Park Tree Donation Program Policy** *(Please read carefully before submitting)*

1. This policy is designed to enable residents and park users to support Kingston parks through a charitable contribution.
2. Donation applications will be due by January 1<sup>st</sup> for summer installation and May 1<sup>st</sup> for fall installation. Due to the unpredictability of weather and staffing demands, we cannot guarantee a specific installation date within a given season.
3. Complete funding for the donation must be processed before the commencement of any work. The current donation levels are stated herein. These amounts are subject to change in accordance with the approved annual city fee schedule.
4. A donation period will last 10 years. Within this time, the City of Kingston will replace, at no cost to the donor, a recognition plaque one time if it is damaged or stolen. The cost of any subsequent replacement plaques will be the financial responsibility of the donor and must be coordinated through the City of Kingston. New park trees will be replaced once within two years of the original planting date if deemed necessary by the City of Kingston.
5. After 10 years, the donated element will be available for renewal for the cost of a new donation with the first right of refusal given to the original donor. If the original donor opts not to renew, the donated element and plaque may be removed or rededicated at any time.
6. The Parks and Recreation Department retains the right to relocate a donated element and plaque at any time. If an element needs to be relocated, the Department will attempt to contact the donor to discuss alternative locations, but ultimately, the Department will make the final determination.
7. For new park trees, the donor may choose a specific planting location and tree species from the City of Kingston Tree Planting List, but the Parks and Rec Department will make the final determination.
8. The plaque text is subject to the approval of the Parks and Recreation Department.
9. The recognition plaque is not intended to serve as a memorial marker; birth and/or death dates are not permitted. Messages should be simple statements recalling the event or person(s) recognized.
10. No logos of any kind are permitted on plaques.
11. Only tree donations are covered by this policy. A donor requesting any other donation, dedication, or memorial must apply to the City of Kingston.
12. If interested in a street tree donation, please contact the Urban Forester [bknepper@kingston-ny.gov](mailto:bknepper@kingston-ny.gov) for more information.
13. This policy does not supersede the regulations or ordinances of any City of Kingston regulating authority.

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*If you have any questions regarding the tree donation program, please call the City of Kingston Urban Forester at 845-334-3927. All applications are reviewed for appropriateness and are subject to approval.*

*Please type or print legibly.*

**Donor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Please choose one of the following:**

**New Tree**       **Existing Tree**

**Purpose of Donation (check one):**

**In Memory Of**       **In Honor Of**       **In Celebration Of**

Print name as it is to appear on the plaque (limit to 30 characters): \_\_\_\_\_

Additional wording to include on the plaque (limit to 50 characters):  
\_\_\_\_\_

Special notes/comments:  
\_\_\_\_\_  
\_\_\_\_\_

**I have read, fully understand, and agree to abide by the Park Tree Donation Program Policy. My signature below indicates that I have read this document in its entirety and understand the following:**

- A. *The Parks and Recreation Department makes all final decisions, including, but not limited to availability, location, type, and plaque text.*
- B. *All donated items are the property of the City of Kingston and will be maintained according to the Parks and Recreation Department's policies and priorities.*
- C. *All plaque language and donations are subject to approval by the City of Kingston Parks and Recreation Department.*

Signature of Donor: \_\_\_\_\_ Date: \_\_\_\_\_

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**Office Use Only**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_

