

VILLAGE OF WARWICK

MEMORIAL POLICY

Adopted & Effective: October 4, 2021

Trees, Benches and Plaque/Marker Memorials to be placed in the Village of Warwick.

It is the intent of the Village of Warwick Board to allow the placement of privately donated memorials in Village of Warwick to honor the memory of a resident of the Village. The following policies, procedures and criteria are intended to respectfully regulate the types of memorials and proper locations through a coordinated process and approvals as well as the applicable fees for the memorial.

Application Process

Those seeking permission to place a memorial in a Village Park must file an application to the Village Clerk. Memorials shall be considered for only those individuals who have resided in the Village of Warwick for a portion of their lives. Once submitted, the application will be reviewed by the Memorial Review Committee. Applications are available in the Village Clerk's Office or on the village's website.

Memorial Review Committee

- Mayor
- Village Park Liaison
- DPW Supervisor
- Shade Tree Commissioner

Memorial Placement Criteria

The Committee shall make every effort to accommodate submitted requests but cannot guarantee that proposed memorial locations will be approved if it is determined that any of the following factors is applicable. If applicable, another location can be proposed:

- A certain location has met a saturation point; or
- The proposed memorial would create a hazard or nuisance at the requested location; or
- The proposed memorial would interfere with or impede pedestrian or vehicular travel; or
- Any other basis deemed proper and necessary by the Committee.

Locations and any structure, engravings or plaque/marker literature must be approved by the Committee. The Village reserves the right to remove or relocate the structure if the Village determines that removal or relocation is in the Village's best interest. The Village will make every reasonable effort to maintain the structures but will not be responsible for acts of nature and damage or vandalism. Non-perishable items, such as photos, plastic flowers and beads are not permitted and will be removed.

Types of Memorials

1. Memorial Trees

Trees shall be selected based on environmental factors such as park habitat, size, and species. The selection of trees, along with desired location shall be decided by the Committee. Trees purchased will be the size of a 2" or more caliper deciduous and/or 6' tall coniferous tree. The Village shall furnish and make every reasonable effort to maintain trees, but will not be responsible for acts of nature, survivability of trees, damage, or vandalism to them. Cost to purchase and plant a tree along with a marker shall be the responsibility of the donor. Non-perishable items, such as photos, plastic flowers and beads are not permitted and will be removed.

List of Approved Trees:

Bald Cypress	Red Oak	Tupelo
Eastern Redbud	River Birch	White Oak
Flowering Dogwood	Shadblow	White Pine
Hawthorn	Sugar Maple	White Spruce
Magnolia	Sweetgum	Winter King
Pin Oak	Sycamore	
Red Maple	Tulip	

**This list may be modified from time to time by the Shade Tree Commission.*

Markers for Trees

- Holly Bronze Marker 12" x 6.5 "up to 4 lines of text and 30 characters/spaces per line.
- Cost of marker will be the donor's responsibility.
- Village will furnish the marker.

All bronze markers shall contain standard wording limited to the following list of choices:

- Dedicated to (names)
- Donated by (names)
- In memory of (names)
- In loving memory of (name)
- Dedicated to the memory of (name)
- Given to loving memory of (name)
- In tribute to (name)In appreciation of (name)
- Birth and death dates
- Title and/or rank and/or United States Military Service/Police/Fire Department Organization
- From friends and family

2. Memorial Benches

List of Approved Locations and Benches:

<u>Location</u>	<u>Model</u>
• Stanley Deming Park	Worlds Fair - with & without back
• Stanley Deming-Playground	Playground Material – <i>Contact Warwick Playground Dreams</i>
• Hallowed Ground	Worlds Fair - with & without back
• Lewis Woodlands	Rustic – <i>Made to Order</i>
• Memorial Park	Worlds Fair - with & without back
• Railroad Green	Worlds Fair - with & without back
• Village Streets	Worlds Fair - with & without back

Plaques for Benches

- Holly Bronze Plaque 7" x 2.25" 3 lines of text.
- Cost of plaque will be the donor's responsibility.
- Village will furnish the plaque.

Memorial Fees

The Village Board shall set by resolution such application fee, tree fee, marker fee, bench fee, and bench plaque fee for Memorial Trees and Benches as it may find appropriate, payable to the Village of Warwick, and such fees shall be listed in the Village's Schedule of Fees. Such fees shall be non-refundable.

Memorial Maintenance

The Village reserves the right to remove and relocate any memorial that conflicts with any future park improvement project(s) taking place at said location, or any reason deemed necessary by the Village. The Village will make every effort to contact the original donor or their family members to coordinate the relocation of the memorial to a suitable location.