



# Citizens Century Collection

## RULES & REGULATIONS

Parks & Recreation Advisory Board  
City Commission

> **Approved 05.27.2015**  
> **Approved 06.22.2015**

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**Purpose:** The purpose of this policy is to establish guidelines, standards, and procedures for the installation and care of trees planted in honor of residents who reach 100 years of age.

**General:** A request for a tree installation in particular Citizens Century Collections will be considered in honor of residents reaching 100 years of age.

Requests for installation of an honorary tree in a park will be subject to approval from the Parks and Recreation Director.

Guidelines established by this policy will only apply to all requests made after the effective date of this policy.

**Maintenance:** Trees will be maintained by the city. Trees are subject to peril from insects or harm and may be replaced should a tree not survive.

**Cost:** The City will cover the full-cost of the purchase, installation, and maintenance during the expected life cycle of the tree and will provide a temporary Honoree tag.

### **PROCEDURE:**

**Application:** The Honoree or requesting party must contact the Parks and Recreation Department with a letter of request and a completed application form. Applications are available through the mail/e-mail, on the City website or in person at the Parks and Recreation Department. Completed applications should be submitted to the Parks and Recreation Department for review and processing to the attention of the department director.

### **Criteria for Acceptance:**

The request for Century trees within a park will be considered by the Department Director. Proposals may be subject to approval by the Urban Forestry Division, City Management and in certain circumstances the Parks and Recreation Advisory Board and Commission.

- The honoree must be at least 100 years old.
- Must be at least a 25 year resident of Winter Park.

**Acknowledgement:** An informational tag will be placed on the tree that bears the name of the honoree. The tag will be removed before any permanent damage to the tree occurs from growth restriction. No permanent memorial plaques will be installed for tree installations.

The GPS location of the tree will be provided on the City Of Winter Park website.

**Trees:** The size and species of trees shall include Live Oak, Tabebuia, Sweet Gum, Magnolia Grandiflora, Red Bud, Cypress and Chaste trees. Any other requested species shall be subject to approval by the Parks and Recreation Director and the Urban Forestry Manager.

**Installation:** The trees will be installed by the Urban Forestry Division with the assistance of the Parks and Recreation Department. A tree dedication ceremony will be held to honor the recipient and designate the tree as part of the Citizens Century Collection. The installation and ceremony will be scheduled at a time and date approved by the Parks and Recreation Department.

**Removal and/or Relocation:** This section applies to both existing and new trees. The City reserves the right to remove and/or relocate park elements when they interfere with site safety, maintenance, or construction activities or if the tree does not survive.



## City of Winter Park Citizens Century Collection Application

721 W. New England Avenue, Winter Park, FL 32789

407-599-3357

<b>Applicant's Name:</b>				
<b>Address:</b>				
<b>City:</b>		<b>State:</b>		<b>Zip:</b>
<b>Telephone:</b>		<b>Email:</b>		

<b>Honoree's Name:</b>				
<b>Address:</b>				
<b>City:</b>		<b>State:</b>		<b>Zip:</b>
<b>Telephone:</b>		<b>Email:</b>		
<b>Honoree's Birth Date</b>		<b># of Years a City Resident</b>		<b>Preferred Tree Species:</b>
<b>Preferred Location 1st Choice:</b>			<b>Location 2nd Choice:</b>	
<b>Honoree Bio:</b>				
<b>Application Process:</b>	The Parks and Recreation Department reviews all requests on a monthly basis. Each potential applicant may be required to present their proposal to the Parks and Recreation Advisory Board. There are specific guidelines for honoring a resident with a Century Collection Tree. By signature below and/or checkbox, applicant indicates acceptance of guidelines.			
<b>If Possible Applicant Signature:</b>			<b>Date:</b>	

<b>For Office Use Only:</b>				
<b>Reviewed by:</b>				<b>Date:</b>
<b>Advisory Board Notes:</b>				
<b>Other Notes:</b>			<b>Installation Date:</b>	
<b>Parks Dept. Approved/Denied by:</b>			<b>Approval Date:</b>	
<b>Urban Forestry Approved/Denied by:</b>			<b>Approval Date:</b>	

**Please submit application to the attention of the  
Director of Parks and Recreation, John Holland, 721 West New England Avenue, Winter Park, FL 32789**

**Telephone: 407-599-3357**

**Email: [Jholland@cityofwinterpark.org](mailto:Jholland@cityofwinterpark.org)**