

CITY OF SEAL BEACH

PUBLIC WORKS DEPARTMENT

Memorial Bench and Tree Application

Application Date (Mo-Day-Yr – XX-XX-XX)

Document Last Updated: September 26, 2024

Considerations: The following items are the minimum requirements for each Memorial Bench and Tree application.

Primary Contact. For all matters regarding the proposed memorial bench or tree, the City will consider the applicant as the primary point of contact and designate them as the Donor. Donors are responsible for notifying the City of any contact information changes throughout the lifespan of the donation element.

Applicant Contact Information ("Donor"):

Name: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 Email: _____

Donation Element Type:

Memorial Bench

Memorial Tree

Requested Tree Species: _____

Requested Location of Bench or Tree: Please describe the location requested *and attach a site plan or an aerial image with the requested location clearly marked.*

Park or Area: _____

Street Name: _____

Nearest Cross Street: _____

Additional Information: _____

Commemorative:

Commemorative options:

"Dedicated to (Name)", "Donated by (Name)", "In Memory of (Name)", "In Loving Memory of (Name)", "Dedicated to the Memory of (Name)", "Given in Loving Memory of (Name)", "In Celebration of (Name)", "In Honor of (Name)", "In Honor and Memory of (Name)", "In Tribute to (Name)", "In appreciation of (Name)", "In Grateful Appreciation to/of (Name)"

Additional options: birth and death dates (full dates or years) and title and/or rank of United States Military Service Organization affiliation.

Location Information: Provide information regarding the location.

- Attached site plan or aerial image specifying the location of the memorial bench and/or tree.

Approval Process: Applicant shall provide a complete submittal. Please submit to Public Works at 211 8th St., Seal Beach, CA 90740, or by email at jsalvador@sealbeachca.gov. Submittals will be reviewed by Public

Donation Amount:

Type of Payment:

Account #:

- Cash**
- Check**
- Card**

Expenditure: 103-500-0244-51300
 Revenue - Benches: 103-500-0249-47408
 Revenue - Trees: 103-500-0249-47408

Application Received by:

Date:

Application Checked by:

Date:

Proposed Locations Checked by:

Date:

Application

- Approved
- Denied

Denied:

This application has been denied for the following reasons.

- Failure to submit a complete application
- _____

By _____ on _____