

## How to submit a Tribute Tree Request

- Complete the request form on the back side of this panel.
- Include additional information if necessary on the reason for the request.
- Include a letter of support from the local Homeowners group, community or sports association or adjoining property owners if no Homeowners group exists.
- Submit your request to:  
**SARAH MCAFEE**  
Parks Operation & Volunteer Coordinator  
Maintenance & Service Center  
3624 S. Kipling Parkway, Denver, CO 80235

[smcafee@fhprd.org](mailto:smcafee@fhprd.org) • 303-409-2317

Prior to making a formal recommendation to the Board, staff shall present an analysis of whether the request for a tribute tree is in compliance with:

- The District Master Plan;
- Existing Park/Facility plans & field conditions;
- Whether or not such a request is in keeping with the Goals & Policies adopted by the Board of Directors.

All requests will be reviewed and final decisions will be made by the Foothills Park & Recreation District Board of Directors.

REVISED DEC 2016

**Foothills**  
Park & Recreation District  
6612 S. Ward Street  
Littleton CO 80127

# Tribute Tree Program



Foothills Park & Recreation District offers a Tribute Tree Program and provides the community a way to recognize special occasions or people. This program provides a sense of belonging and community while improving the quality of life in our District.

Many people may want to establish an actual "family tree" planted at the time of marriage, birth of a child, or other special occasion.

Others may want a living reminder of departed loved ones. Tribute Trees are a beautiful opportunity to honor individuals or organizations with a gift that keeps on growing . . .

 **Foothills**  
Park & Recreation District  
[www.foothills.org](http://www.foothills.org)



# Setting Down Roots & Growing With Foothills . . .

## Tribute Tree Locations & Planting Guidelines

Tree planting locations will be determined based on the following criteria: need for trees in the area, available space for trees, future development plans, soil type and accessibility for watering and proximity to playing fields and recreation areas. All Tribute tree requests will be considered on an individual basis.

Foothills Park & Recreation District will supply and plant the tree. Contributor involvement in planting and/or attendance is encouraged. Please indicate on the application how you or your group would like to be involved.

Foothills needs a minimum of two weeks from receipt of your Tribute Tree request to arrange for tree planting. Donations of several trees may take longer. Tree plantings will take place during the spring, summer and fall seasons.

## Tree Species

The following tree species are recommended for the Tribute Tree program: **Oak, Maple, Linden, Pine, Spruce, Fir, Crabapple and Pear.** Foothills will consider any species that is suitable for our climate and is sold in Colorado. Trees must be mature enough to meet these parameters: minimum 6-foot height for evergreens or minimum 2-inch trunk diameter for shade trees.

## Cost

The Tribute Tree cost is \$450. This covers the cost of soil amendment, guy wire, stakes, mulch and other associated expenses. The District's Urban Forester will help individuals select appropriate species and locations. After planting, each tree will be monitored and receive professional care. Tribute Trees will be replaced in the future if necessary.

## Recognition

Recognition, including the name of the person or event commemorated at the Recognition Wall located at The Peak Community & Wellness Center.

For more information on the Tribute Tree Program, please contact:

**Sarah McAfee • Parks Operation & Volunteer Coordinator • 303-409-2317 • smcafee@fhprd.org**

**[www.ifoohills.org](http://www.ifoohills.org)**



## Tribute Tree Request

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Reason for the proposed Tribute Tree:**

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**Requested location for the proposed Tribute Tree:**

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**Species of Tribute Tree desired:**

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**How would you and your group like to be involved in the Tribute Tree planting?**

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