Village of Larchmont Tree and Bench Donation Policy and Process

1. The Village may accept donations to cover the costs of purchasing and installing a tree or bench.

2. Tree donations:
   a. Trees are to be planted on Village property either in Parks or on a public street in the Commercial Districts.
   b. The Village will select location, size, and species. No commemorative plaque option.
   c. Donations are intended to cover the total cost of the tree, shipping, and labor for planting. Donations do not cover the replacement cost of a tree including, but not limited to, trees that must be removed due to utility concerns, disease, age, and vandalism, and trees destroyed by fires and other natural disasters. Should a tree need to be removed for any reason, it will not be replaced by the Village.
   d. Donation amounts for trees shall be listed in the Village’s fees and charges schedule and shall be updated annually.
   e. All donors shall complete the donation form posted on the Village website.
   f. Upon receipt of the donor’s form and check, the Treasurer’s office shall send the donor a letter acknowledging the donation for tax purposes and deposit the donation into the Trust account "Tree and Bench Donations Fund".
   g. The Treasurer will advise the Trustee who is serving as liaison for the Parks & Trees Committee about the tree donation and provide him or her with a copy of the donation form.
   h. The Parks & Trees Committee, with the assistance of DPW, will determine the best location for the tree. The Trustee who is serving as liaison for the Parks & Trees Committee will work with the Parks & Trees Committee and DPW to place the tree orders and mark the invoice as a donated tree for Treasurer’s use.
   i. Trees are planted in accordance with the Village’s tree planting schedule (Spring and Fall).
   j. The Village reserves the right to reject a donation for trees that are not needed at that time.
3. **Bench donations:**

   a. Bench to be installed on Village property either in Parks or on a sidewalk in the Commercial District.

   b. The Village will select location, size, and style.

   c. Donations are intended to cover the total cost of the bench, shipping, labor for installation, and a commemorative plaque, if desired. Donations do not cover the replacement cost of a bench at the end of its useful life or if destroyed by vandalism or accident. Should a bench need to be removed for any reason, it will not be replaced by the Village.

   d. A bench typically has a useful life of approximately 10 years. At the end of its useful life, the Village has the right to remove the bench.

   e. Plaque language is subject to size restrictions of the plaque and text options for line 1 are as follows:

      i. Donated in memory of _____, Donated in honor of _____, or Donated in celebration of _____ (an individual, family, or organization).

      ii. Alternative language other than above is subject to Village approval.

   f. Donation amounts for benches shall be listed in the Village’s fees and charges schedule and shall be updated annually.

   g. All donors shall complete the donation form posted on the Village website.

   h. Upon receipt of the donor’s form and check, the Treasurer’s office shall send the donor a letter acknowledging the donation for tax purposes and deposit the donation into the Trust account “Tree and Bench Donations Fund”.

   i. The Treasurer will advise the Trustee who is serving as liaison for the Parks & Trees Committee and the Village Administrator about the bench donation and provide them a copy of the donation form.

   j. The Trustee will work with the DPW and Village staff to select an appropriate location for the bench, which will determine style and vendor, and confirm the plaque inscription language with the donor.

   k. Once the location, type of bench, and plaque language are confirmed, the Trustee will inform the Treasurer, who will place the order for the bench and plaque. The Treasurers' office should have the bench shipped directly to DPW.

   l. Benches will be installed shortly after delivery.

   m. The Village reserves the right to reject a donation for benches that are not needed at that time.