



**FORM 2-112-C TREE DONATION
APPLICATION & POLICY**

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ Email: _____

Requests Vegetation Species: _____ Requested Location: _____

Preferred Date and Time of Installation: _____

(Weekdays only between 7:00am -3:00pm)

Donation Purpose: _____ Person's Name Being Memorialized (See Next Page for Guidelines):

I UNDERSTAND THAT THE ITEM(S) DONATED WILL BE PURCHASED BY THE WALWORTH COUNTY PARKS DEPARTMENT AND WILL BECOME PARK PROPERTY. THE COUNTY WILL ORDER AND INSTALL THE APPROVED DONATED VEGETATION IN THE APPROVED LOCATION. THE COUNTY WILL NOT PERFORM GENERAL MAINTENANCE OR UPKEEP FOR THE DONATED ITEMS. IF DAMAGED AFTER INSTALLATION, THE COUNTY ACCEPTS NO LIABILITY FOR DAMAGE TO ANY DONATED ITEM FROM VANDALS OR THIRD PARTIES. THE COUNTY RESERVES THE RIGHT TO REMOVE ANY DONATED VEGETATION THAT HAS BEEN DAMAGED, AND IS, IN THE VIEW OF THE PARKS GROUNDSKEEPER(S), BEYOND REPAIR.

Donor's Signature

Date

Walworth County Public Works Representative

Date

Please mail or email the completed application
(above) to: DPWGeneral@co.walworth.wi.us
Walworth County Public Works Department
W4097 County Road NN, Elkhorn, WI 53121

TREE DONATION POLICY

Summary: This policy provides the opportunity for members of our community to donate trees to our park system. In order to allow for a coordinated and consistent program for soliciting and recognizing contributions, we have established the following guidelines. The guidelines were developed based on research on the best practices of similar agencies nationwide, the needs and resource capabilities of the Parks department, and the desire of citizens and non-profits to recognize significant events through monetary contributions providing for specific lasting memorials.

Documents:

- REF (1) Procedure 1-455 *Acceptance and Use Of Donations*
- REF (2) Form 1-457-B *Restricted Donation*
- REF (3) Appendix 2-112-A *Authorized Native Species and Location List*
- REF (4) Appendix 2-112-D *Zone Maps*

Actions:

Program provides individuals and organizations with the opportunity to honor people and commemorate special events by planting trees in county parks within Walworth County.

Tree donations will be accepted only for the purpose of purchasing and planting of trees, and trees may be donated by individuals and non-profits in accordance with references 1 and 2 (listed above).

The Walworth County park system is continually growing, and trees are a great way to increase the beauty of our county and provide countless benefits to this community. A contribution will be used to purchase tree(s) to be planted in the County parks system; however, trees shall be self-supporting, e.g., all costs related to a donated tree shall be at the expense of the donor(s), including repair or replacement, if requested by the donor and deemed necessary. The County does not guarantee tree survivability and accepts no liability for damage to any donated item from vandals or third parties. The County reserves the right to remove any donated trees that have been damaged and are, in the view of the Parks department, beyond repair. It is the County position/policy that markers or plaques are generally not allowed to be placed by the tree.

Although we accept tree requests year-round, trees will only be planted in the spring or fall to give the trees the best chance to survive. Through communication between the Walworth County Park's staff and the contributor, an approved species will be chosen based on the desired planting site in accordance with Appendix 2-112-A *Authorized Native Species and Location List*. It is recommended that trees be at least one-half inch in diameter (approximately 3 feet tall), to give the tree the best chance of survivability. The average trees cost may vary between \$100 and \$500 depending on species, size, and time of purchase.

Process:

1. Complete and return Form 2-112-C *Tree Donation Application*.
2. Application is checked then approved or denied.
3. Application is resubmitted if denied, or payment is required if application is approved.
4. Installation is scheduled.

Guidance:

- The County Parks staff shall maintain a record of each donation. The record shall contain all pertinent information such as the donor's name, tree species and location, date planted, and the person's name that is being memorialized, if authorized.
- No marker or signage allowed on the location and tree itself.
- Donor, with approval and guidance of the Parks staff, selects park and type of tree based on Appendix 2-112-A *Authorized Native Species and Location List*.
- Tree to be planted during normal business hours (7:00am – 3:00 pm, M - F).
- Tree protection provided for young trees (included in donation cost).
- Costs incurred by donor: total purchase cost of tree, mulch, stakes, and protection; including shipping.
- Costs incurred by the County: planting of tree (labor and equipment).
- Certificate commemorating donation to be given to donor.
- If Donor Restricted, Donor will file Form 1-457-B *Restricted Donor* with prepayment before tree is ordered; tree planting will be coordinated with the donor after arrival of the tree.
- Purchase a tree irrigator system (purchase price \$16-\$32 per unit) using the tree donation funds. The system is a prefilled 15gal system that slowly drips around the donated tree for a 5-8 hour period, allowing for maximum saturation of the tree roots. The system is an acceptable solution to give a newly donated tree the best chance to survive during its first year of being planted. In addition, the purchase of a 150 gallon water container (\$300) should be used to refill the irrigation system on a weekly basis, which can easily be accomplished by the Parks staff.

APPENDIX 2-112-A - AUTHORIZED NATIVE SPECIES AND LOCATION LIST

TREE SPECIES NAME(S)		ZONE												
		A (General Ornamentals)			B (Building/Grounds)			C (Wet/Wetlands)			D (Habitat/Forest Improvement)			
		PARK LOCATION												
LATIN	COMMON	WRP	PRICE	NATURE	CAMPUS	WRP	PRICE	NATURE	WRP	PRICE	NATURE	WRP	PRICE	NATURE
<i>Alnus incana</i>	Alder, Tag								X	X	X			
<i>Thuja occidentalis</i>	Arborvitae, Eastern/Northern White Cedar	X	X	X	X	X	X	X	X		X			
<i>Populus grandidentata</i>	Aspen, Big-Tooth											X	X	X
<i>Populus tremuloides</i>	Aspen, Quaking	X	X	X								X	X	X
<i>Tilia americana</i>	Basswood/American Linden	X	X	X	X	X	X	X						
<i>Carpinus caroliniana</i>	Beech, Blue/Hornbeam/Musclewood	X	X	X	X	X	X	X	X	X	X			
<i>Betula nigra</i>	Birch, River	X	X	X	X	X	X	X	X		X	X	X	X
<i>Betula alleghaniensis</i>	Birch, Yellow								X	X	X			
<i>Aesculus glabra</i>	Buckeye, Ohio	X	X	X	X	X	X	X				X	X	X
<i>Juniperus virginiana</i>	Cedar, Eastern Red	X	X	X	X	X	X	X				X	X	X
<i>Prunus pennsylvanica</i>	Cherry Pin/Bird	X	X	X								X	X	X
<i>Prunus serotina</i>	Cherry, Black											X	X	X
<i>Gymnocladus dioica</i>	Coffeetree, Kentucky	X	X	X								X	X	X
<i>Malus ioensis</i>	Crab, Iowa/Prairie	X	X	X	X	X	X	X						
<i>Populus</i>	Cottonwood	X	X	X	X	X	X	X						
<i>Cornus alternifolia</i>	Dogwood, Alternate-leaved/Pagoda	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Celtis occidentalis</i>	Hackberry	X	X	X	X	X	X	X						
<i>Crataegus intricata</i>	Hawthorn, Biltmore	X	X	X								X	X	X
<i>Crataegus crus-galli</i>	Hawthorn, Cock-Spur											X	X	X
<i>Crataegus mollis</i>	Hawthorn, Downy	X	X	X								X	X	X
<i>Crataegus chrysoarpa</i>	Hawthorn, Fireberry				X	X	X	X				X	X	X
<i>Crataegus succulenta</i>	Hawthorn, Fleshy	X	X	X								X	X	X
<i>Crataegus pruinosa</i>	Hawthorn, Frosted	X	X	X								X	X	X
<i>Crataegus flatbellata</i>	Hawthorn, Large-seeded				X	X	X	X				X	X	X
<i>Carya ovata</i>	Hickory, Shagbark	X	X	X								X	X	X
<i>Carya cordiformis</i>	Hickory, Yellowbud/Bitternut	X	X	X								X	X	X
<i>Ptelea trifoliata</i>	Hop tree or Wafer ash	X	X	X										
<i>Ostrya virginiana</i>	Ironwood or Hophornbeam	X	X	X	X	X	X	X				X	X	X
<i>Amelanchier laevis</i>	Juneberry	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Dirca palustris</i>	Leatherwood	X	X						X	X	X			
<i>Gleditsia triacanthos</i>	Locust, Honey	X	X	X	X	X	X	X				X	X	X
<i>Acer negrum</i>	Maple, Black	X	X	X	X	X	X	X						
<i>Acer rubrum</i>	Maple, Red	X	X	X	X	X	X	X	X	X	X			
<i>Acer saccharum</i>	Maple, Silver	X	X	X	X	X	X	X	X	X	X			
<i>Acer saccharum</i>	Maple, Sugar	X	X	X	X	X	X	X				X	X	X
<i>Sorbus americana</i>	Mountian-Ash, American	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Sorbus decora</i>	Mountian-Ash, Showy											X	X	X
<i>Morus rubra</i>	Mulberry, Red													
<i>Viburnum lentago</i>	Nannyberry	X	X		X	X	X	X	X		X			
<i>Quercus velutina</i>	Oak, Black				X	X	X	X				X	X	X
<i>Quercus macrocarpa</i>	Oak, Bur				X	X	X	X				X	X	X
<i>Quercus muehlenbergii</i>	Oak, Chinquapin	X	X		X	X						X	X	X
<i>Quercus ellipsoidalis</i>	Oak, Northern Pin or Hill's				X	X	X	X				X	X	X
<i>Quercus rubra</i>	Oak, Red				X	X	X	X				X	X	X

Approved 
 Enacted 03/22/2023

APPENDIX 2-112-A - AUTHORIZED NATIVE SPECIES AND LOCATION LIST

<i>Quercus bicolor</i>	Oak, Swamp White									X	X	X			
<i>Quercus alba</i>	Oak, White												X	X	X
<i>Pinus strobus</i>	Pine, White	X	X		X	X	X							X	X
<i>Amelanchier arborea</i>	Serviceberry, Downy	X	X	X	X	X	X	X					X	X	X
<i>Platanus occidentalis</i>	Sycamore				X	X	X	X					X	X	X
<i>Larix laricina</i>	Tamarack/American Larch								X	X	X		X	X	X
<i>Juglans nigra</i>	Walnut, Black												X	X	X
<i>Salix nigra</i>	Willow, Black								X	X	X				
<i>Salix amygdaloides</i>	Willow, Peach-leaved								X	X	X				
<i>Hammamelis virginiana</i>	Witch Hazel, Common				X	X		X					X		X
SHRUB SPECIES NAME(S)		ZONE													
		A (General Ornamentals)				B (Building/Grounds)				C (Wet/Wetlands)				D (Habitat/Forest Improvement)	
		PARK LOCATION													
LATIN	COMMON	WRP	PRICE	NATURE	CAMPUS	WRP	PRICE	NATURE	WRP	PRICE	NATURE	WRP	PRICE	NATURE	
<i>Alnus incana; A. rugosa</i>	Alder, Speckled								X	X	X				
<i>Shepherdia argentea</i>	Buffaloberry	X	X	X	X	X	X	X	X	X	X	X	X	X	
<i>Shepherdia canadensis</i>	Buffaloberry, Russet	X	X	X	X	X	X	X	X	X	X	X	X	X	
<i>Diervilla lonicera</i>	Bushhoneysuckle, Dwarf	X	X	X	X	X	X	X	X	X	X	X	X	X	
<i>Cephalanthus occidentalis</i>	Buttonbush	X	X	X	X	X	X	X							
<i>Prunus virginiana</i>	Cherry, Choke	X	X	X	X	X	X	X					X	X	
<i>Prunus pumila</i>	Cherry, Sand	X	X	X	X	X	X	X	X	X	X	X	X	X	
<i>Aronia meanocarpa; A. prunifolia</i>	Chokeberry, Black	X	X	X	X	X	X	X	X	X	X	X	X	X	
<i>Potentilla fruticosa</i>	Cinquefoil, Bush	X	X	X	X	X	X	X	X	X	X	X	X	X	
<i>Ribes americanum</i>	Currant, Wild Black	X	X	X	X	X	X	X	X	X	X	X	X	X	
<i>Cornus racemosa</i>	Dogwood, Gray NOTE: Avoid Prairie Areas				X	X	X	X					X	X	
<i>Cornus sericea; C. stolonifera</i>	Dogwood, Red-osier				X	X	X	X					X	X	
<i>Cornus drummondii</i>	Dogwood, Rough-Leaved				X	X	X	X					X	X	
<i>Cornus rugosa</i>	Dogwood, Round-Leaves				X	X	X	X					X	X	
<i>Cornus amomum</i>	Dogwood, Silky				X	X	X	X					X	X	
<i>Sambucus canadensis</i>	Elderberry, Common	X	X	X	X	X	X	X	X	X	X	X	X	X	
<i>Sambucus racemosa; s. pubens</i>	Elderberry, racemosa	X	X	X	X	X	X	X	X	X	X	X	X	X	
<i>Ribes cynosbati</i>	Gooseberry, Prickly Wild	X	X	X	X	X	X	X	X	X	X	X	X	X	
<i>Ribes missouriense</i>	Gooseberry, Missouri	X	X	X	X	X	X	X	X	X	X	X	X	X	
<i>Spirea tomentosa</i>	Hardhack; Steeplebush	X	X	X	X	X	X	X							
<i>Corylus americana</i>	Hazelnut, American or Amer. Filbert				X	X		X					X		
<i>Corylus cornuta</i>	Hazelbut, Beaked				X	X		X					X		

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<i>Amorpha fruticosa</i>	Indigo Bush	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Juniperus communis</i>	Juniper, Common	X	X	X	X	X	X	X				X	X	X
<i>Juniperus horizontalis</i>	Juniper, Creeping	X	X	X	X	X	X	X				X	X	X
<i>Amorpha canescens</i>	Leadplant	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Spirea alba</i>	Meadowsweet	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Physocarpus opulifolius</i>	Ninebark	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Prunus americana</i>	Plum, Wild											X	X	X
<i>Rosa blanda</i>	Rose, Early Wild or Smooth	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Rosa palustris</i>	Rose, Swamp	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Hypericum prolificum; hypericum kalmianum</i>	St. John's Wort, Shrubby or Kalm's	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Amelanchier spicata; A. stolonifera</i>	Serviceberry, Drawf	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Amelanchier sanguinea</i>	Serviceberry, Round-leaved	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Symphoricarpos albus</i>	Snowberry	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Rhus aromatica</i>	Sumac, Fragrant	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Rhus glabra</i>	Sumac, Smooth	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Rhus hirta; R. typhina</i>	Sumac, Staghorn	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Ceanothus americanus</i>	Tea, New Jersey	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Ceanothus herbaceus</i>	Tea, Inland New Jersey	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Salix bebbiana</i>	Willow, Beaked											X	X	X
<i>Salix humilis</i>	Willow, Prairie											X	X	X
<i>Salix discolor</i>	Willow, Pussy											X	X	X
<i>Salix lucida</i>	Willow, Shining											X	X	X
<i>Hamamelis virginiana</i>	Witchhazel				X	X		X				X		X
<i>Symphoricarpos occidentalis</i>	Wolfberry	X	X	X	X	X	X	X	X	X	X	X	X	X