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**City of Adel**  
**Manual of Policy and Procedure**

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**Section:** 4. Parks and Recreation

**Title:** Memorial Tree Plantings

**Effective Date:** August 1, 2005

**Resolution No.** 05-18

**(Revisions)** November 12, 2013 – Council Approval

**Policy Number:** 4.01.01

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**1. PURPOSE**

To provide efficient and consistent policies, standards, and procedures for the understanding and implementation of trees, shrubs, bushes, and flowers planted by the public in memory or honor of someone.

**2. POLICY**

The City of Adel will approve the planting of trees, shrubs, bushes, or flowers in designated city parks and green spaces for the purpose of serving as a living memorial or honorarium for someone provided the species of trees, shrubs, bushes, or flowers meets the guidelines of the approved and accepted species list as designated in the City of Adel Ordinance Chapter 151 “Trees.”

**3. SPECIAL CONSIDERATIONS**

- A. The trees, shrubs, bushes, or flowers must be planted by the resident(s).
- B. The City will assume no responsibility for the health of the trees, shrubs, bushes, or flowers, including initial watering during the critical first year of life.
- C. The City will maintain the trees, shrubs, bushes, or flowers after the first year of life in the regular course of routine maintenance as is part of standard practice with care and treatment of existing foliage.
- D. The City’s boards, commission, or administrator may not approve a planting if it is deemed inappropriate for the area suggested or if there appears to be excessive maintenance and care required during the life of the planting.
- E. Any recognition of the planting designating it as a memorial or honorarium shall have the approval of the City’s boards, commission, or administrator.
- F. Plaques, engraved rocks, or other methods used to recognize the planting are not permitted next to or around the planting. All recognition mementos must be attached to a central location provided and maintained by the City of Adel.