

BENCH OR TREE LOCATION PREFERENCE

Staff will do their best to accommodate your requested location. However, staff may recommend an alternate placement based on park needs.

Locations for the placement of trees and benches have been predetermined by P&R staff. A binder will be maintained in the P&R Administration Office that contains a map of each park site and indicated potential sites for the location of commemorative trees and benches. Each previously sponsored tree and bench will also be indicated on the map and in an associated database.

Please indicate desired locations, in order of preference (1, 2, 3), this section must be completed.

<input type="checkbox"/> Abraham Lincoln Park	<input type="checkbox"/> George Izay Park	<input type="checkbox"/> Ralph Foy Park	<input type="checkbox"/> Stough Canyon Park	Other:
<input type="checkbox"/> Brace Canyon Park	<input type="checkbox"/> Johnny Carson Park	<input type="checkbox"/> Robert E. Gross Park	<input type="checkbox"/> Valley Park	
<input type="checkbox"/> Chandler Bikeway	<input type="checkbox"/> McCambridge Park	<input type="checkbox"/> Robert E. Lundigan Park	<input type="checkbox"/> Verdugo Park	
<input type="checkbox"/> DeBell Golf Course	<input type="checkbox"/> Mountain View Park	<input type="checkbox"/> Robert R. Ovrom Park	<input type="checkbox"/> Whitnall Highway Park North	Approved Location <i>(P&R staff only)</i>
<input type="checkbox"/> Earthwalk Park	<input type="checkbox"/> Larry L. Maxam Park	<input type="checkbox"/> Santa Anita Playlot	<input type="checkbox"/> Whitnall Highway Park South	

OUR COMMITMENT

The Parks and Recreation Department will have the bench installed within 100 days of receipt of the donation. The plaque will be guaranteed for 10 years after the date of installation. If a tree or bench is destroyed within the 10 year period, it will be replaced. The maintenance of the benches will be the responsibility of the P&R Department. Maintenance (Graffiti removal, sanding/staining, and periodic cleaning) will be provided by the City for the life of the bench.

There is a ten-year (10) guarantee of furniture maintenance and plaque replacement. The furniture will be kept in place as long as it is serviceable beyond the 10 year period. When a bench is no longer serviceable, applicants will be advised and given the opportunity to purchase a new bench under the terms and conditions then in effect.

SIGNATURE

DATE

FOR OFFICE USE ONLY

APPROVALS			Initials
Application Received	Date:	Staff:	
Check / Credit Card Received:	Date:	Amount: Check #:	
Approvals	Date:	Staff:	
Tentative Installation	Date:	Director: Location to be Installed:	
Letter Sent to Applicant	Date:	Staff:	
Installed/ Completed	Date:	Location	

NOTES:



PARKS AND RECREATION



Please return completed form to: **City of Burbank Parks & Recreation, 150 N. Third St., 3rd Floor, Burbank, CA 91502**
Questions? Please contact 818.238.5300