The purpose of the Memorial Program is to provide individuals a way to honor their loved ones through enhancing the landscape of our community through various means. Opportunities include a memorial bench, picnic table, or tree located in a community park. To those residents who have significantly contributed to the community an additional option is through naming of a Village park, building, or other structure program. The guidelines for those interested in a memorial bench, picnic table or planting a tree in honor of a loved one, requires reviewing the application procedures and applicant responsibilities below. The process to name a Village park, building, or other structure requires an initial meeting with the Parks & Recreation staff. Any additional questions or inquiries related to the program can be directed to the Parks and Recreation Department at (847) 960-7460.

I. Application Procedure for Memorial Bench, Picnic Table, and Tree
Submit a Consideration Request Form to the Parks and Recreation Department at 600 Harvest Gate, Lake in the Hills, IL 60156.

This request should include the following:
- Name, address, and telephone number of the individual interested in using the program (applicant)
- Name of the Lake in the Hills’ resident being memorialized
- Tree selected from Village’s approved list
- Desired Village park site for the placement of bench, picnic table or tree.
- Reason for selecting this program as the way to memorialize the loved one who has passed
- Cost for a recycled bench or picnic table is approximately $750 with purchase, shipping/handling and installation.
- Cost for a tree ranges from $250-$350 based on tree type, size, and installation.
- The optional plaque is a 3” x 5” photosensitive, anodized, aluminum plate mounted on the bench; table or stone ranges from $150 - $500 based on word length. The text to be displayed should be included on the Consideration Request Form.

After a review of the request, the Parks and Recreation Department will contact the applicant to schedule a meeting to discuss the choice of time, tree selection, and park site being considered for placement.

II. Applicant Responsibilities
In order for a newly planted tree to flourish, much care is required. For this reason, the Village limits participation in the program to those applicants who understand and accept responsibility of the costs and maintenance associated with the tree for one year. Beyond the first year, the Parks and Recreation Department will maintain the tree at no further cost.

Applicants are responsible for the following expenses:
- The purchase of the tree selected (Trees must be purchased with a one-year warranty for replacement)
- The costs associated with planting and maintaining in the first year
- The costs associated with the memorial plaque (if desired).
Applicants are responsible for maintaining the following in the first year:

- maintenance of the planted tree (i.e. watering, pruning, fertilizing)
- plaque, (if desired)

The Village of Lake in the Hills will not be responsible for damage to the bench, picnic table, tree or plaque, whether by natural causes or vandalism. Bench and picnic tables will be secured to site location for the least amount of vandalism possibilities. Unfortunately, the placement of flowers or memorial items, other than the plaque, at the base of the bench, picnic table, or tree can create a hazard for the Village's maintenance crews and is therefore not permitted.

III. Application Procedures of Naming of Village Parks, Building and Other Structures:

Any person, group of people, organization, Village official, or Village staff may request or recommend a name for a park, building, or structure, within designated park property. The proposed name request shall be discussed with the Director of Parks and Recreation prior to a formal request is submitted. Once the application is filed, the Parks & Recreation Board will then consider the proposal at their regularly scheduled monthly meeting.

**Request Procedures:**

- The name of the deceased person with a list of accomplishments reflecting their impact to the Village of Lake in the Hills as a whole. Significant contributions from multiple areas of the community which may include: non-profit community member, community involvement in school, village, Library, and /or other community organization is required.

- If the proposed name for any park, building, or structure within a park is of a deceased individual who has resided in the Village, an authorized sworn statement from the person’s immediate surviving family members must be included in the application.

- Organizations wishing to present a proposed name for any park, building, or structure within a park must submit a sworn statement signed by the current President and Secretary of said organization and a list of desired Village Park, building, or other structure location.

- Reason for selecting this location.

**Request Considerations:**

- Names of areas, such as the neighborhood or subdivision where the park is located, provided the area is not named for an individual, company, or organization.

- Major street names surrounding the park site.

- Names that would duplicate the name of another park, building, or structure, within the Village of Lake in the Hills will not be considered. Also, names that advocate or
endorse religion, religious beliefs, possess obscene connotations, or demean or attempt to intimidate any individual or group based on race, ethnicity, age, gender, disability, or sexual orientation within the Village of Lake in the Hills will not be considered.

**Other Request Options:**
The Parks & Recreation Board may direct/suggest staff to conduct public contests for the naming of parks, buildings or structures within Village park property.

**Review and Decision Process:**

- The Parks & Recreation Board and Parks & Recreation Department will review and discuss the request to name a park, building or structure submittals during their regular monthly meeting.

- Upon their consideration, the Parks & Recreation Board will seek a majority vote in favor of naming a particular park, building, or structure. The decision of the Parks & Recreation Board will be submitted to the Village Board for final approval.

- Exceptions to this policy may be approved by the Parks & Recreation Board and Village Board upon finding new and/or extraordinary circumstances that, in the judgment of the Board, warrants such action. Any exception shall be approved by a majority vote of the Parks & Recreation Board and Village Board. *This statement will allow a park, building, or other structure to be named for a benefactor, still living, when a great benefit is received by the Village with a donation of land or property.*
Village of Lake in the Hills
Memorial Program

Bench, Picnic Table, or Tree
Consideration Request Form

Parks and Recreation Department
600 Harvest Gate
Lake in the Hills, IL  60156
(847) 960-7460

Date: __________

Name: ____________________________________________

Address: __________________________________________

Phone: ____________________________________________

Individual Being Memorialized: _______________________________________________________

Preferred Park Site: __________________________
Tree Selected: __________________________________
Bench: __________________________
Picnic Table: _________________

Memorial Plaque Information (3” x 5” plate, maximum 3 lines)
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Reason for selecting this program as the way to memorialize the loved one who has passed:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

(THis section to be completed by the Parks and Recreation Department)

TREE INFORMATION:

Date Planted:______________________  Nursery:_________________________
Type & Size:_____________________  Plaque:__________________________
Location:_________________________________________________________
Diseases/Vandalism & Action Taken:___________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

PLEASE RETURN TO:  The Village of Lake in the Hills
Parks & Recreation Department

Revised December 22, 2005
Revised April 3, 2008
# Village of Lake in the Hills Memorial Program

## 600 Harvest Gate
Lake in the Hills, IL  60156

### VILLAGE APPROVED TREES

<table>
<thead>
<tr>
<th>Scientific Name</th>
<th>Common Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acer platinoides</td>
<td>Norway Maple</td>
</tr>
<tr>
<td>Acer rubrum</td>
<td>Red Maple</td>
</tr>
<tr>
<td>Acer pseudoplatanus</td>
<td>Planetree Maple</td>
</tr>
<tr>
<td>Acer saccharum</td>
<td>Sugar Maple</td>
</tr>
<tr>
<td>Acer nigra</td>
<td>Black Maple</td>
</tr>
<tr>
<td>Alnus glutinosa</td>
<td>Common Alder</td>
</tr>
<tr>
<td>Betula lenta</td>
<td>Sweet Birch</td>
</tr>
<tr>
<td>Betula nigra</td>
<td>River Birch*</td>
</tr>
<tr>
<td>Catalpa speciosa</td>
<td>Northern Catalpa*</td>
</tr>
<tr>
<td>Celtis occidentales</td>
<td>Common Hackberry*</td>
</tr>
<tr>
<td>Fagus grandifolia</td>
<td>American Beech*</td>
</tr>
<tr>
<td>Fraxinus americana</td>
<td>White Ash*</td>
</tr>
<tr>
<td>Ginko biloba</td>
<td>Ginko</td>
</tr>
<tr>
<td>Gleditsia triacanthos var. inernis</td>
<td>Thornless Honeylocust</td>
</tr>
<tr>
<td>Gymnocladus dioicus</td>
<td>Kentucky Coffeetree*</td>
</tr>
<tr>
<td>Larix decidua</td>
<td>Common Larch</td>
</tr>
<tr>
<td>Prunas serotina</td>
<td>Black Cherry*</td>
</tr>
<tr>
<td>Pyrus calleryana</td>
<td>Callery Pear</td>
</tr>
<tr>
<td>Quercus bicolor</td>
<td>Swamp White Oak*</td>
</tr>
<tr>
<td>Quercus imbricaria</td>
<td>Shingle Oak*</td>
</tr>
<tr>
<td>Quercus macrocarpa</td>
<td>Bur Oak*</td>
</tr>
<tr>
<td>Quercus rubra</td>
<td>Red Oak*</td>
</tr>
<tr>
<td>Robinia pseudoacacia</td>
<td>Black Locust*</td>
</tr>
<tr>
<td>Sassafras albidum</td>
<td>Common Sassafras*</td>
</tr>
<tr>
<td>Tilia x euchlora</td>
<td>Crimean Linden</td>
</tr>
<tr>
<td>Tilia tomentosa</td>
<td>Silver Linden</td>
</tr>
<tr>
<td>Ulmus americana “Liberty”</td>
<td>American Liberty Elm</td>
</tr>
<tr>
<td>Ulmus parvifolia</td>
<td>Chinese Elm</td>
</tr>
<tr>
<td>Zelkova serrata</td>
<td>Japanese Zelkova</td>
</tr>
</tbody>
</table>

*native species

Tree Caliper:  3 inch minimum 4 feet from ground

Spacing:  50 feet or one per interior lot and two per corner lot
Naming of Parks, Buildings and/or Structures within
The Village of Lake in the Hills

Requestors Name: ________________________________ Phone: __________________

Requesting on behalf of: (Individual or Organization Name):
________________________________________________________________________

Requesting the naming of:
   ___ Park Location of Site ____________________________
   ___ Building ______________________________
   ___ Structure ______________________________

What is the relationship of the individual/group to the Village?
________________________________________________________________________

How many years have they lived in the Village?
________________________________________________________________________

Why should a site be named for this individual/group?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Attached Documentation of:
• Family Authorized Statement
• Organization Authorized Statement
• Community Organization Statement

Revised December 22, 2005
Revised April 3, 2008