



**WARREN COUNTY PARKS AND RECREATION
DEPARTMENT**

**TREE FARM POLICY &
MEMORIAL TREE / PLAQUE POLICY**

To obtain a tree from the Tree Farm:

Various species of trees are available at the Warren County Tree Farm at Ephram White Park for citizens of Warren County to take and plant where they are visible to the general public. The procedure for obtaining a tree is as follows:

1. Any patron wanting a tree should contact the main office.
2. Main Office will contact White Park Manager to set up time to meet patron
3. Tree will be selected by patron with White Park staff and flagged for removal.
4. White Park crew will dig out the tree for patron to pick up.
5. Patron must provide his/her own transportation of tree from White Park.
6. Patron is responsible for installation of tree on private land.
7. WCPRD employees are not allowed to transport any trees to private land / patron's home.

To plant a tree or place a memorial plaque on WCPRD property:

1. Any patron wanting to install a tree or place a plaque or sign as a memorial must initially contact the Main Office.
2. Main Office will provide the patron's contact information to the appropriate Park Manager, who will then set up a time to meet with the patron and select a site for the memorial marker or tree.
3. The site and the tree (less than 8 feet tall) and/or marker must be approved by WCPRD Director before the project is finalized.
4. The marker and/or tree must be provided by the patron and delivered to the appropriate placement location (this is responsibility of patron and must be at no cost to WCPRD or the County).
5. WCPRD will not commit to watering a memorial tree.
6. WCPRD cannot be held liable for any type of concrete installation and/or maintenance costs associated with a memorial plaque placed on WCPRD properties.