MEMORIAL TREE AND BENCH PROGRAM OVERVIEW

ELIGIBILITY

The Memorial Tree and Bench Program is open to the public and accepts applications for consideration. The program offers two memorial options: Memorial Trees and Memorial Benches which may be designated in honor of a deceased individual who not only lived in Dana Point but also exemplified qualifying/notable contributions to the Dana Point community.

EXAMPLES:

- Years of volunteer service that consistently improve community life (events, youth programs, senior support, environmental stewardship).
- Founding or leading a major community organization that continues to benefit residents long after its creation.
- Preserving Dana Point history, including archiving materials, restoring historic sites, or educating the public about local heritage.
- Creating or sustaining iconic Dana Point traditions, festivals, or cultural programs that strengthen civic identity.
- Long-term leadership in civic groups, such as the Chamber of Commerce, Historical Society, or local nonprofits.
- Significant contributions to Dana Point's coastal, surf, or maritime culture, such as innovation, education, or community-building in these areas.
- Building a business that becomes a community pillar, providing decades of service, local jobs, and support for civic events.
- Exceptional public service, including long, distinguished careers in safety, city operations, or community protection.
- Acts of extraordinary community impact, such as stepping up during crises, organizing relief efforts, or mobilizing volunteers.
- Creating programs that enhance education, literacy, arts, or recreation for Dana Point residents.

Completion of an application does not guarantee approval. Applicants will be notified in writing of the decision.

GENERAL PROVISIONS

- All memorial trees and benches are the property of the City of Dana Point.
- The City retains full authority over placement, maintenance, relocation, or removal of memorial
- items.
- Donations are non-refundable once approved and processed.
- Memorial items may be temporarily removed or relocated for construction, park improvements, or
- safety reasons.
- The City may revise this policy at any time to reflect changing conditions, inventory, sponsorship
- costs, and/or operational needs.

MEMORIAL TREE AND BENCH PROGRAM OVERVIEW

PROGRAM OVERVIEW—MEMORIAL TREES

Standard Donation: $250-covering planting and administrative costs; Optional on-site plaque available for an additional $500 (City is not responsible for lost, stolen, or damaged plaques and will not replace them) All memorial trees shall be procured and planted by the City. Memorial trees are subject to the following conditions:

- Tree species and planting locations will be selected in advance by the Parks Division based on site conditions, ecological suitability, and long-term park planning.
- Planting will occur only during the designated planting season beginning in October. Bird nesting season: February-September.
- The City may remove, relocate, or replant any donated tree for safety, disease, park redevelopment, or environmental reasons.
- Donors will receive a memorial plaque for personal retention showing the tree's exact location (latitude and longitude). No plaque will be installed at the tree unless donor selects the optional on-site plaque approved by the review committee.
- The City will replace a donated tree once, if it fails during the two-year establishment period.
- Long-term survival cannot be guaranteed due to environmental factors.
- If a tree is removed after the establishment period, the City is not required to replace it.

PROGRAM OVERVIEW—MEMORIAL BENCHES

Standard Donation: $500-which includes plaque, installation, administrative costs, ongoing maintenance, and replacement of the plaque for up to ten (10) years from installation.

- Memorial benches are available at the following parks: Creekside, Dana Crest, Sea Canyon, Sea Terrace, Strands Vista, Sunset, and Sycamore Creek Trail.
- Each new Memorial Bench may accommodate a maximum of five plaques. (All memorial bench plaques approved before 4/21/26 are grandfathered and no additional plaques will be placed on those benches.)
- Benches will remain in place beyond the ten-year period if they continue to be in serviceable
- condition.
- When a bench becomes unserviceable, the donor or donor's family will be notified and offered options for relocating or replacing the memorial plaque; replacement may require purchase under then-current policies.
- Installation timelines depend on manufacturer delivery schedules and site conditions.

MEMORIAL TREE AND BENCH PROGRAM APPLICATION

Please complete all sections prior to submitting application:

1) APPLICANT Name(s)

2) APPLICANT Phone Number

3) APPLICANT Email

4) Memorialized Person's Name

5) Short Biography of the Memorialized Person, including notable contributions* to the Dana Point community:

6) Each application must include 20 endorsement signatures for the individual being memorialized. Please print out signature form on following page.

Please submit completed application and endorsement signatures to:

City of Dana Point
Community Services DivisionDepartment
34052 Del Obispo Street
Dana Point, CA 92629
Email: Recreation@danapoint.org
(949) 248-3530

MEMORIAL TREE AND BENCH ENDORSEMENT SIGNATURES

	NAME (PRINT)	SIGNATURE
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