



**City of Oneonta**  
Department of Engineering  
City Hall, 258 Main Street  
Oneonta, NY 13820-2546  
607-432-6465 Fax 607-432-305

# LIVING MEMORIALS

## APPLICATION FOR LIVING MEMORIAL

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

Person to be Memorialized: \_\_\_\_\_

Type of Tree Requested: \_\_\_\_\_

Location Requested: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### FOR ENGINEERING USE ONLY

*Type of Tree:* \_\_\_\_\_

*Cost of Material:* \_\_\_\_\_

*Cost of Labor:* \_\_\_\_\_

*Location:* \_\_\_\_\_

*Acceptance by Parks & Recreation Commission:* \_\_\_\_\_

*Acceptance by Parks & Recreation Supervisor:* \_\_\_\_\_

*Date of Memorial Planting:* \_\_\_\_\_

*Fee for Memorial Accepted by:* \_\_\_\_\_

*Date of Placement on Roll:* \_\_\_\_\_

**LIVING MEMORIAL  
Application Instructions**

- ① **Residents from the greater Oneonta area wishing to memorialize friends and family shall pick up the application at the City Clerk's office at City Hall, 258 Main Street Oneonta, New York.**
- ② **Applications will be submitted to the City Clerk's office between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday.**
- ③ **Upon receipt of the application, the City Clerk's office shall then send the application to the Parks and Recreation Commission with copies to the Parks and Recreation Superintendent and the City Engineering Department. Upon preliminary review and approval of the application by the Parks and Recreation Commission, the Engineering Department will review with the Parks and Recreation Superintendent the application with regard to location. And once all the factors (underground/above ground utilities, proximity to playing fields, etc.) have been reviewed, a final location will be established. The family and friends (applicant) will then be contacted about the final tree type, location, and cost.**
- ④ **The City of Oneonta shall try to limit the time for plantings to the Spring and Fall to ensure a better survival rate. Applicants will be notified by mail as to the date and time of planting.**

**If the applicant has any questions, please contact the City Clerk at 607-432-6450 or the Engineering Department at 607-432-6465 between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday.**