

HOW DO I DONATE?

To donate a tree or bench, fill out the donation form on the back of this brochure and return it to the Vienna Community Center or visit www.viennava.gov

If you simply wish to make a contribution to the Heritage Donation program, contact the Department of Parks and Recreation.



QUESTIONS?

Contact Vienna Parks and Recreation at (703)-255-6360 or email parksrec@viennava.gov

DONATION FORM

NAME _____
ADDRESS _____
CITY _____ STATE ____ ZIP _____
EMAIL _____
PHONE _____

BENCHES

Up to 3 engraved lines of text with 22 maximum characters/spaces per line

DONATE A NEW BENCH (\$2500)

REQUESTED LOCATION* _____

TOTAL _____

TREES

8" x 6" Tree Plaque - Up to 6 lines of text with 18 maximum characters/spaces per line.

ADOPT A TREE NO PLAQUE (\$200)

ADOPT A TREE @ COMMUNITY CENTER ONLY WITH PLAQUE (\$400)

NEW TREE ONLY (\$550)

NEW TREE & PLAQUE (\$750)

REQUESTED LOCATION* _____

TOTAL _____

**Town Green not available*

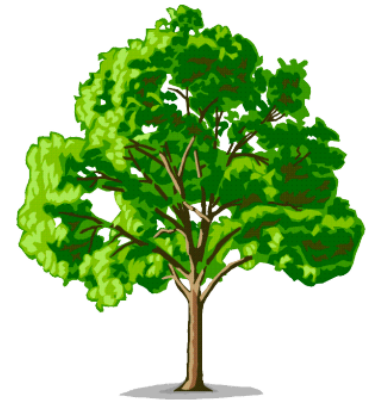
PLEASE RETURN THIS FORM TO THE VIENNA COMMUNITY CENTER. WE WILL REACH OUT FOR MORE DETAILS.



TOWN OF VIENNA

HERITAGE DEDICATION PROGRAM

BENCHES AND TREES



Fostering a greener Vienna for generations to come

Contact Us

Vienna Parks and Recreation
120 Cherry St. SE
Vienna, VA 22180
(703)-255-6360
parksrec@viennava.gov

PURPOSE

- Allow groups and individuals to donate trees and benches on Town property to commemorate, honor, and memorialize individuals or groups.
- Increase the quantity and quality of trees in the Town of Vienna.
- Provide Town residents and businesses with a way to fund and plant trees on Town property.



Tree planted at the Vienna Community Center with a commemorative plaque

TREE FAQs

WHO CAN MAKE A TREE PLANTING REQUEST?

Any resident or business within the Town.

WHO WILL PLANT THE TREES?

The Town or a Contractor will prepare the site and plant the trees.

WHO WILL MAINTAIN THE TREES?

The Town of Vienna will maintain the trees. However, if the tree is placed in front of a house, we request that the homeowners water the tree.

WHAT TYPES OF TREES ARE PLANTED?

A list of approved tree species is available on the Town website. Requests for trees not on the list will be reviewed on a case-by-case basis. visit viennava.gov/streettreereguidelines for more information

WHEN WILL TREES BE PLANTED?

October through December and March through May of each year

WHERE CAN TREES BE PLANTED?

Trees will be planted on Town properties including streets, parks, and other public properties. Donors may choose to plant trees in front of their house if space is available. Plaques may not be placed within the right of way. There is no space available at the Town Green.

WHERE DOES MY MONEY GO?

All donations go towards funding new trees in public spaces.

HOW DO I KNOW WHEN MY TREE IS PLANTED AND/OR PLAQUE INSTALLED?

The Department of Parks and Recreation will notify the donor when the tree and/or plaque will be planted and/or installed.

BENCH FAQs

WHAT TYPE OF BENCHES WILL BE INSTALLED?

Benches are made of top-grade 6 foot recycled plastic slats and a cast aluminum frame, powder-coated black.

HOW WILL I IDENTIFY MY BENCH?

Donors will be asked to provide wording to be engraved on the bench. 3 lines with 22 characters per line maximum

WHERE WILL BENCHES BE PLACED?

Benches can be placed at most parks, town buildings, or right of ways including Southside Park, Glyndon Park, Meadow Lane Park, Peterson Lane Park, Branch Road Tot Lot, Vienna Dog Park, Wildwood Stream Valley Park, and East Creek Stream Valley Park. There are NO available spaces at the Vienna Town Green.

WHEN WILL MY BENCH BE INSTALLED?

Benches will be installed in the fall and late winter. The Department of Parks and Recreation will make every effort to install benches within three to six months of receiving the donation.

HOW WILL I KNOW WHEN MY BENCH IS INSTALLED?

The Department of Parks and Recreation will notify the donor when the bench will be placed.

WHERE DOES MY DONATION GO?

All donations go towards funding new benches in public spaces.