

SUSSEX MEMORIAL PROGRAM

Contact for program is Thom.
414-587-1965

1. **Step One:** Call Thom regarding a suitable location for your Memorial and/or tree purchasing options. Please be aware that per the Village Donor/Memorial Policy, all memorials must be placed on public property.
2. **Step Two:** Complete the Memorial Request Form and drop it off at the Sussex Village Hall after talking to Thom. The Memorial plaque will be processed exactly as shown on the form, so please print legibly. Plaques are ordered after the spring / fall planting seasons and take approximately 3 weeks.

An installation fee of \$100 is charged for each memorial item. Memorial plaques are \$75 each plus 42 cents per character. The total cost of each memorial is dependant on the type/size of tree or item purchased. You will be invoiced for the total cost of the memorial after installation is complete.

3. **Picking out your tree.** The Village has an agreement with Johnson's Nursery. Interested parties are welcome to pick out a tree from their stock at your expense. You will receive the Village of Sussex's discount and be invoiced by the Village. The Village will be notified by Johnson's Nursery when your tree is ready for pick up.

If you decide not to go to Johnson's Nursery for your tree, you may do so but you will have to pay for the tree immediately and provide the Village with a Nursery Stock Health Certificate. Please call Thom at 414-587-1965 to make arrangements for planting. Once the tree is planted, you will be invoiced for the installation fee and plaque.

The Village only plants trees in the spring and fall; blackout dates are June 1 – Sept 15. Before purchasing a tree please review our list of banned trees and minimum size requirements. Please be mindful of the time of season for planting and the growth potential of certain species.

Banned trees include the following: True Red Maples (Crimson King Maple is permitted) Willow, Ash, Swamp White Oak, Paper Birch, Russian Olive, Box Elder and Australian Pine.

Size Requirements: Ornamental Tree - minimum 1-1/2" caliper, Deciduous Tree - minimum 2-1/2" caliper and Evergreen - minimum height of 4'.

4. **Installation and Maintenance:** The Village will pick up and/or install the memorial item and plaque in accordance with the Village's Donor/Memorial Policy. Please familiarize yourself with this policy as the Village does not guarantee the replacement of this memorial or its plaque should they become damaged beyond reasonable repair and require removal. Please keep the Village informed of your current contact information so that we may contact you in the future should the need arise.

Village of Sussex
 Email: wisussex@wi.rr.com
 N64W23760 Main Street, Sussex WI 53089
 Phone 262-246-5200 Fax 262-246-5222

Memorial Request Form

APPLICANT INFORMATION

Name _____ Date _____
 Street _____ Apt. Number _____
 City _____ State _____ Zip Code _____
 Email _____ Phone _____

MEMORIAL INFORMATION

You will be invoiced for the total cost of the memorial after installation.

Desired Location of Memorial – MUST be on Village Property.

Wording on Memorial Plaque – Limited to 50 Characters.

For Office Use Only			
ID No. _____		GPS _____	
Type of Memorial	Quantity	Cost per Item	Total
Tree -			
Other -			
Plaque - 4"x10" Cast Aluminum		\$75 plus 42 cents per character	
Installation Fee		\$100.00	
			Total Due _____
Location (attach aerial view) _____			



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Email: wisussex@wi.rr.com
Website: www.village.sussex.wi.us

Donor/Memorial Recognition Program

The purpose and intent of this program is to provide interested citizens, residents, businesses and corporations an opportunity to donate money towards the purchase of items to be placed upon public property. Items may include but are not limited to: trees, banners, flags, flag poles, flowering baskets, planted areas, benches, park or playground equipment, monuments, and/or for purchase of or the construction of new facilities.

In addition, the Village recognizes the emotional and sentimental value that memorials have to the family and friends of their loved ones. But, as with anything placed on public property there is a chance for damage and deterioration and the Village will not be financially responsible for the replacement of a donation over time. Therefore, the Village provides this policy as a guideline to those who wish to donate.

- For New donations, interested persons or groups are responsible for the full purchase price of the item, including the cost of installation, plaque, shipping, handling or delivery charges. Prices for items will be updated and will be placed on the Memorial Request Form.
- Donors may request a location for their donation but the final placement is subject to the appropriate Board or Commission or staff appointed by the Village Board to review.
- The Village agrees that any donation for an item will include the purchase, delivery, and installation of said item to the Village's standard but states that there is no implied or explicit guarantee of any length of time for said donation to be maintained.
- Donated items/plaques that become damaged, vandalized or can no longer be repaired will be removed. In the event that removal occurs, the donating party will be contacted by letter to see if they wish to make another appropriate donation. Should a donated item be removed, its plaque will be returned to the donating party of record. They will also be given the option to purchase a replacement item.
- All donations received are gifts to the Village, and any recognition described herein should not be understood as granting the donor anything of value. The donor recognizes that circumstances may change in the future which may cause the Village, in its discretion, to proceed differently than described herein.
- The Village Board reserves the right to deliberate the acceptance of any donation or deny it and that any monies donated are not considered as a contractual relationship.

Wood Bench Exception: The Village will address existing wood Memorial Benches under a separate offering of a one-time 50/50 cost sharing with parties interested in replacing their existing bench with the new metal style.