



FEATHER RIVER RECREATION & PARK DISTRICT

MEMORIAL GUIDELINES & APPLICATION

While appropriate memorials may enrich a park experience for park users, public open space is also a very precious commodity, and new memorials should be carefully reviewed to balance these two public benefits to protect the greater good. Future memorial proposals should represent community values, and be mindful of future generations. The quality of timelessness should be considered in the significance of the person or event being memorialized.

Maintenance concerns should be primary consideration, with adequate provision made for continued future maintenance. In all cases, memorials should be made from durable materials that will stand up over time.

MEMORIAL CLASSIFICATIONS

- Simple plaques are those mounted flush with the ground or boulders. The size should be a maximum of 6" x 12", 12" x 12", or 12" x 18". Approved plaque material include granite, stone or metal. **Bronze is not recommended due to high risk of theft.**
- Sculpture and other permanent artwork that complement the natural surroundings.
- Fountains may be fairly simple or large and complex. They should be considered separately because of the additional infrastructure required (plumbing and electrical) and additional maintenance implied as well as proper permits.
- Memorial gardens may include some of the objects listed above.
- Basic park accessories include such typical park amenities as benches and picnic tables, park settees, trees and drinking fountains.

It is recognized that a particular location may reach a saturation point and it would then be appropriate to consider limitations on future installations at that location. Improvements made in public space become the property of the public and the District.

*The memorial donor is to pay for the design, installation, and manufacture of the memorial upon District approval. Installation cost varies depending on size and type of plaque.

APPROVAL CRITERIA

For all proposed memorials, a description of the memorial, including size, type, materials, etc., and any proposed work shall be submitted for review by the General Manager and Park Supervisor.

Those memorials, that are deemed by the General Manager to be of a significant nature, may be referred to the Park & Rec Committee and then to the Board of Directors for approval.

All memorials, however, should be judged for appropriateness according to the following criteria. These criteria are intended to serve as guidelines for the reviewing body.

- The person or event being memorialized is deemed according to merit such an honor.
- The memorial represents broad community values.
- The memorial has timeless qualities and makes a statement of significance to future generations.
- The location of the memorial is an appropriate setting for the memorial; in general there should be some specific geographic justification for the memorials being located in that area.
- The location of the memorial will not interfere with existing and proposed circulation and use patterns of the park or open space.
- The memorial is compatible with the park's current or historic master plan. The location and design of the memorial is consistent with the character and design intentions of the park.
- The quality, scale, and character of the memorial are at a level appropriate with the particular park setting.

PROCESS FOR APPROVAL

***Please note the process for approval can take up to 3 months.**

The installation of plaques shall not change the character or use of park settings. Depending on their placement, however, they may impact park maintenance operations. As such, they should follow the listed review procedure.

1. A request to install a memorial will be submitted in writing to the General Manager. The proposal will include as much detail as possible, including size and preferred location, time frame and wording.
2. The General Manager will recommend accepting, rejecting, or modifying the proposal, and review it with the Park Supervisor.
3. The General Manager will review the proposal for concurrence with the District's master plan.
4. If the memorial is accepted, the proposal with suggested modifications should be reviewed with the donor, and a standard form agreement on maintenance and responsibilities should be prepared. The donor is to provide a site plan of the agreed on location.
5. The approved proposal will be submitted to the Park & Rec Committee and then to the Board of Directors for approval.

FOUNTAINS

Fountains are in a category by themselves because of the added complexity of utilities necessary for installation.

1. The intention to install a fountain will be submitted in writing to the General Manager. The proposal should include as much detail as possible, including size and preferred location, time frame and materials. The donor is required to go through the design review process with schematic designs for the memorial. If the design is conceptually approved, the donor will be required to provide a site plan and detailed design drawings. The donor will also research utility hook-up necessary for installation of the fountain, and be responsible for permits and hook-up fees. This will be spelled out in an agreement with the party.
2. The General Manager will review the proposal for concurrence with the District's master plan.

3. The General Manager will recommend accepting, rejecting, or modifying the proposal, and review it with the Park Supervisor..
4. The General Manager will review the proposal with the Water Efficiency Program of the District.
5. If the memorial proposal is accepted, the proposal with suggested modifications will be reviewed with the donor, and a standard from agreement on maintenance should be prepared.
5. The approved proposal will be submitted the Park & Rec Committee and then to the Board of Directors for approval.

MAINTENANCE

In general the majority of memorials will be maintained (excluding theft and vandalism) solely by the District. However, those memorials that are considered to be significant may be required to be upheld by insurance, a bond or endowment fund, or a maintenance schedule by the memorial donor adequate to ensure its care so that the gift will remain in a condition satisfactory to the donor and the District. The posted insurance or bond should also cover costs of installation. In those situations where maintenance is required and the accepted level of maintenance is not maintained, the District reserves the right to remove or modify the memorial or a portion of the memorial.

FEATHER RIVER RECREATION AND PARK DISTRICT
MEMORIAL PLACEMENT APPLICATION

Donor Name: _____

Address: _____

Phone: _____ Email: _____

Person being honored: _____

Relation to person being honored: _____

A. Site Request 1st choice _____ 2nd choice _____

Size _____ Material _____

Description on Plaque / wording (picture attached required)

*Picture recommended of site/location

Installation cost varies depending on size and type of memorial.

Plaque: ground or boulder mount	6" X 12"	\$150
	12" X 12"	\$175
	12" X 18"	\$200

Fountains, benches, trees, and other classifications of memorial installation will be determined on a case by case basis.

Please process the above application. I understand that the Feather River Recreation and Park District reserves the right to remove the bench or plaque at any time and that the selected site must be approved by the General Manager and /or the Park and Recreation Committee. The District will not be held responsible or liable for replacement of memorials if they are stolen damaged or vandalized regardless of location. All locations are subject to the approval of the District General Manager and Park & Recreation Committee.

Signature _____ Date _____

FOR DISTRICT USE ONLY

This application has been processed and APPROVED DECLINED

Date _____ General Manager _____

Park & Rec Committee review/approval/denial date _____

Board of Director review/approval/denial date _____

Paid \$ _____ Date _____

Special considerations
