



PERSONAL MEMORIAL APPLICATION

PERSONAL MEMORIAL ON CITY PROPERTY

PURPOSE

To establish uniform guidelines for installation of personal memorials on city property.

SCOPE

The policies and procedure described below shall apply to College Station residents and groups who wish to have memorials installed on city property memorializing or honoring individuals. The policy is not intended to cover in scope large-scale donations made in memory of someone, such as fountains, reflection pools, land, etc.

AUTHORITY

These policies and procedures are established, directed, and authorized by the Parks and Recreation Director or designee.

PROCEDURES

All requests for memorials must be submitted with a Personal Memorial Request Form to the designated city department. Each submitted request must identify the proposed location by name and describe the memorial desired. Requestor can choose one of the two available options for memorials:

PARK BENCH

- City will choose the appropriate style and type of bench.
- Must conform to benches already installed on city property.
- A 4"x 6" plaque may be installed near the bench, provided the text on the plaque conforms to the approved memorial wording.
- To be installed adjacent to sidewalks, trails or near parking lots.

TREE

- City staff will choose an appropriate 30-65 gallon tree which will best conform to weather conditions and surrounding landscaping.
- A 4"x 8" plaque may be encased in a concrete base at the base of the tree, provided the text on the plaque conforms to the approved memorial wording.
- To be planted where adequate irrigation is available.

MEMORIAL PLAQUE WORDING

- "In Memory of" (name) (date of birth and death or date of memorial dedication).
- "In Loving Memory of" (name) (date of birth and death or date of memorial dedication).
- "In Honor of" (name) (date of birth and death or date of memorial dedication).
- "In Honor of/In Memory of" (dog's name) Friend/Member of (name of individual, organization, or family). Multiple dogs may be included if the names of all dogs fit on one line without altering the standard font size. *Dog Park only.*

The City of College Station will be responsible for the site selection and installation of the tree, bench and/or plaque, as applicable. Specific dates of planting and installation of the tree, bench, and /or plaque cannot be guaranteed. Trees are typically planted between Nov. 1 and March 1, to ensure proper establishment. Benches may be installed at any time during the year, conditions permitting. Although the city will strive to make every reasonable attempt to place a tree where irrigation is available, the city is not responsible for the replacement if the tree fails to thrive. Additionally, if the memorial becomes a safety hazard or no longer meets city standards, it may be removed without replacement.

The requestor will be responsible for the cost and installation of the memorial.



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Completed forms can be submitted in-person to the College Station Parks and Recreation Department, located at 1000 Krenek Tap Road, Monday-Friday, 8 a.m.-5 p.m. For more information, call 979.764.3486.

REQUESTOR INFORMATION

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State Zip Code*

Phone: _____ Email: _____

MEMORIAL TYPE

- | | |
|---|--|
| <input type="checkbox"/> \$250 Plaque on existing tree | <input type="checkbox"/> \$2,000 Plaque and bench |
| <input type="checkbox"/> \$425 Plaque and tree | <input type="checkbox"/> \$2,425 Plaque, bench and tree |

MEMORIAL PLAQUE WORDING

- "In Memory of" (Name) (Date of birth and death or date of memorial dedication)
- "In Loving Memory of" (Name) (Date of birth and death or date of memorial dedication)
- "In Honor of/In Memory of" (dog's name) Friend/Member of (name of individual, organization, or family).
- "In Honor of/In Memory of" (dog's name) Friend/Member of (name of individual, organization, or family).
Multiple dogs may be included if the names of all dogs fit on one line without altering the standard font size. *Dog Park only.*

Wording: _____

MEMORIAL LOCATION

Location Requested: _____

Placement Requested:

City Manager or designee: _____ Date: _____

OFFICE USE ONLY

Purchase Date: _____

Fee Paid: \$ _____

Method of Payment:

- Cash
 Check
 Credit/Debt