



City of Glendale
Community Services & Parks

**Application for Memorial Plaque Request
on a Bench or Picnic Table Set**

Applicant Information

Organization Name: _____ Date: _____

Applicant/ Contact Name: _____

Address: _____

Street Address

Unit/ Suite #

City

State

Zip Code

Phone: _____ Email: _____

Individual and Contribution to Glendale Community

*According to City policy, "memorial plaque" refers to a metal plate made of bronze which is attached to a concrete bench or picnic table set placed in a City park in honor of **someone who has passed** and who should be **recognized for a notable contribution** to the Glendale community. Installation of memorial plaques commemorating living persons will not be approved. This policy does not apply to plaques which may be used as a form of recognition for building dedications, official historical designation, donors, or sponsors.*

Please tell us who you wish to commemorate on the memorial plaque.

Name of Individual: _____

Has the individual passed away? Yes No *(If no, the application will be denied.)*

How has the individual contributed to the Glendale community? (Select all that apply)*:

Service on the Glendale City Council, or a City of Glendale board, committee, or commission; **or**

A volunteer leadership or board role in:

A service club or organization within the City; **or**

A 501(c)(3) tax-exempt organization whose primary objectives or activities are philanthropy, social well-being, or other activities serving the City's public interest or common good; **or**

An organization partnered with the Community Services & Parks (CSP) Department for implementation of its Community Development Block Grant Social Services, Homeless Services, or Senior Services programs.

Based on your selection above, please specify what Board, Commission, Service Club or Organization the individual has been a part of *(include additional pages if necessary)*: _____

**Along with the application, a letter of support must be provided from the organization and/or group that the individual was involved with. If applicable, please include any photos, videos or website links as it relates to the individual's contribution to the community.*



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Details of Memorial Plaque

*Applicants will need to pay for the cost of purchase, installation and maintenance of the memorial plaque. The CSP Department will assume responsibility for maintaining the memorial plaque within a 15-year period, and will be assessed for replacement as needed**.*

Requesting memorial plaque on:	Bench	OR	Picnic Table Set
	\$6,500.00		\$7,500.00

****If a memorial plaque is vandalized to the point where it needs to be replaced, applicant must pay for replacement costs (purchase of new bench and/or picnic table set) or it will be removed from the location.**

Proposed Park and/or Park Facility: _____

Description of Location
at Park and/or Park Facility: _____

Text to be printed on the
memorial plaque (Limited to
75 characters in 2 lines.
Character count includes
spaces, punctuation and letters.): _____
The standard plaque size is 6" x 9".

The content for the memorial plaques, including design, text font, verbiage, illustration or graphics, along with location and scope, is subject for review, recommendation, and approval by the Director of Community Services & Parks (CSP). Review of memorial plaque requests requires at least one site meeting with CSP Director (or designee).

Accepted payment includes: cash, check, or credit card (+2.5% processing fee).
Full payment will be collected upon approval of the request.

FOR OFFICE USE ONLY

Date Application Received: _____ Staff: _____ Date Site Visit Completed: _____

Notes: _____

Date Reviewed: _____ **Approved** **Declined** **CSP Director Approval:** _____

Payment Date: _____ Payment by: Cash Check Credit Card **Payment \$** _____

Additional Notes: _____

Please email completed application and all related attachments to csp@glendaleca.gov.
For any questions regarding the memorial plaques, please call (818) 548-2000 or email csp@glendaleca.gov.