

**SALEM PARK AND RECREATION COMMISSION
POLICY FOR A MEMORIAL PLAQUE, STATUE OR EDUCATIONAL SIGN IN A
PARK OR PLAYGROUND**

To place a memorial plaque, statue or educational signage in a park or playground, a petition must be sent to the Salem Park and Recreation Commission in accordance with the requirements and procedure set forth below:

1. Submit a petition in letter form requesting the installation:
 - a. Justification for the proposal
 - b. If a plaque, statue or sign is requested for a particular person, what is that person's direct relationship to the space, what extraordinary thing(s) has this person contributed to the space or community and why should the proposed individual be elevated compared to others. An Individual must be deceased for no less than ten years to be considered.
 - c. Provide biographical information of any proposed named individual with resourced material if it is a historical figure. Final language of any informational signage must be approved by the City's Preservation Planner.
 - d. Identify the cost and funding source and requested location of the installation. The City of Salem will have final say on the location.
2. Include a letter from the Ward Councilor where the space is located indicating support, non-support or no opinion of the proposal.
3. Include letter(s) of support from any neighborhood group and neighbors abutting the space, such groups may be identified by contacting the Mayor's office.
4. Submit a petition signed by 25 adult residents within 1/4 mile of the park or playground.
5. Work with the Park Superintendent to schedule a time to present the petition to the Commission at a publicly noticed meeting.

This Policy excludes conditional gifts or bequests, if accepted by the Commission.