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CITY OF TAKOMA PARK

GUIDE TO COMMEMORATIVE PROGRAMS

January 2016

The City Council established the Commemoration Commission in November 2014. The legislation established three Recognition levels: 1) City-wide Recognition, 2) Neighborhood/Local Recognition, and 3) Personal Recognition.

The Commission has adopted five commemorative programs under the Personal Recognition category. These programs include:

1. Bench and Commemorative Plaque Program

There are over 85 benches throughout the City of Takoma Park that are eligible for designation as personal memorials by individuals or community organizations to display commemorative plaques. Businesses or for-profit institutions are not eligible for this program. Individuals or representatives of community organizations may apply to the Commission for a Commemorative Certificate to adopt a numbered bench and display a personalized bronze plaque on the bench (Maximum of 2 per person or organization. There is no discount for purchasing a second plaque.). Plaques are 5" x 2" engraved bronze and will be installed by City of Takoma. Installation time for benches will vary depending on style, location and date of order. The purchaser can have up to 3 lines of personalized text per plaque. All plaques must be approved by the Commission. A maintenance fee will be paid at the time the certificate is purchased which will pay for the City's regular cleaning of the bench and plaque. The bench and plaque will only be replaced during the certificate period if it is totally destroyed due to an accident or natural occurrence.

At the end of the certificate period, the purchaser has the option to renew the certificate for 5, 10 or 20 years. If the certificate is not renewed, the plaque and bench certificate will be offered for purchase to another person or community organization.

2. Tree and Commemorative Plaque Program

The Commission has designated areas in the City where individuals or community organizations (businesses and for-profit institutions are not eligible for this program) can purchase a Commemorative Certificate (maximum of 2) to adopt an existing tree which will display a commemorative stone marker and plaque installed in front of the tree. Commemorations include a stone marker with a 5" x 2" bronze plaque. All plaques must be approved by the Commission. A stone marker and plaque will be installed in front of the base of the tree. Installation time for benches will vary depending on style, location and date of order. Purchasers can have up to 3 lines on the plaque. A maintenance fee will be paid at the time the certificate is purchased which will pay for the City's regular cleaning of the bench and plaque. The City will make every effort to insure the health of the tree during the term of the certificate. If a tree dies or is severely damaged due to natural causes during the term of the certificate, the

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purchaser will have the right to request that City staff move the stone marker to another tree in the same area. The stone marker will be replaced during the certificate period only if it is destroyed due to accident or natural occurrence.

At the end of the certificate period, the purchaser has the option to renew the certificate for 5, 10 or 20 years. If the certificate is not renewed, the plaque space will be offered for purchase by another person or community organization.

3. New Bench and Commemorative Plaque Program

The City has established areas where new commemorative benches can be installed and a Commemorative Certificate can be purchased for a memorial bench and plaque. Individuals, or a representative of a community organization (businesses and for-profit institutions are not eligible for this program) may apply to the Commission for a certificate to adopt a new numbered bench (maximum of 2. There is no discount for the second plaque.) which will display a commemorative bronze plaque. The purchaser of the certificate will typically receive a four-foot bench with back and side rails. Bench style may vary depending on location. Certificate includes a 5" x 2" engraved bronze plaque. Buyer can have up to 3 lines for each plaque. All plaques must be approved by the Commission. Installation times for benches will vary depending on style, location and date of order. A maintenance fee will be paid at the time the certificate is purchased. The maintenance fee will pay for the City's regular cleaning of the bench and plaque. The bench and plaque will only be replaced during the certificate period if totally destroyed due to an accident or natural occurrence.

At the end of the license period, the purchaser has the option to renew the certificate for 5, 10 or 20 years. If the license is not renewed, the plaque and bench certificate will be offered for purchase to another person or community organization.

4. New Tree and Commemorative Plaque Program

The City has designated areas where individuals or community organizations (businesses and for-profit institutions are not eligible for this program) can purchase a Commemorative Certificate adopting a new tree with a memorial bronze plaque in front of the tree. The Commission will designate, in consultation with the City Arborist, locations where commemorative trees will be planted in the City. Certificates include a new tree and a stone marker with 5" x 2" bronze plaque which will be installed in front of the base of the tree by the City of Takoma. New trees can be selected from a list of available trees maintained by the City Arborist. Purchaser can have up to 3 personalized lines of text on the plaque. All plaques must be approved by the Commission. The maintenance fee will be paid at the time the license is purchased. The City will make every effort to insure the health of the tree during the term of the certificate. If a new tree dies or is severely damaged due to natural causes during the term of the certificate, the City will plant a new tree or the purchaser will have the right to request that City staff move the stone marker to another tree. Installation times for benches will vary depending on style, location and date of order.

At the end of the certificate period, the purchaser has the option to renew the certificate for 5 or

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10 years. If the certificate is not renewed, the plaque space will be offered for purchase by another person or community organization.

5. Honor Gift Tree

Twice a year, City staff plant trees in various locations throughout the City. A person can honor an individual by purchasing one of these trees in honor of themselves or other designate person. The individual will receive a Commemorative Certificate and location of the tree purchased, but a plaque will not be displayed. The designated tree will be maintained by City staff and replaced if damaged or destroyed within one year of planting. Honor gift trees will be listed on the Commission's web site.