



Memorial for City Park or Open Space

Submit Applications to Department of Parks and Recreation
Street Address: 114 North Kidd Street Ionia, MI 48846
Mailing Address: P.O. Box 496 Ionia, MI 48846
Ph: (616) 527-4170 Website: www.ci.ionia.mi.us

Date of Application: _____

Permit Fee: Varies Based on Memorial

This application is for placing a memorial within a park, open space, or property owned by the City of Ionia. Memorial options include benches, plaques, trees, and other park furnishings. The cost of fabrication and installation of a memorial shall be the responsibility of the donor. The location of the memorial must be on the pre-approved list provided by the City.

DONOR INFORMATION

Name: _____ Relationship to Honoree: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

MEMORIAL DETAILS

Honoree's Name: _____

Type of Memorial: Bench NEW REPLACEMENT EXISTING

Plaque Wording: _____

Tree Requested Type: _____

Other Description: _____

1st Location Preference: _____

2nd Location Preference: _____

SIGNATURE

Donor Signature:

My signature below states that I will provide a donation to the City of Ionia to cover the costs of fabricating and installing the selected memorial. I understand that this donation is for the useful or physical lifespan of the memorial option purchased, as deemed by the Parks and Recreation Director or designee. In addition, I understand that the City of Ionia is the ultimate authority for determining the location and/or specific details related to the memorial that is purchased and that the memorial may be moved at the discretion of the City.

Signature: _____ Date: _____

MEMORIAL CRITERIA

Criteria for Placing Memorials in City Parks and Open Space

- 1. A memorial may honor a person deemed to merit such an honor.
- 2. The location of memorials shall not interfere with maintenance activities, existing and proposed circulation and use patterns in parks or open space, and shall not impact any historic/cultural resource or sensitive habitat/species.
- 3. The memorial and its location, design, and materials shall be compatible with any adopted master plan for the park or open space, and any cultural or habitat resource considerations.
- 4. Memorials shall be made of durable materials that will last over time, discourage graffiti, and not require additional maintenance.
- 5. The cost of fabrication and installation of a memorial shall be the responsibility of the donor. Park memorial furnishings will be purchased through a vendor of the City's choice.
- 6. The memorial itself, and all artwork contained in it, must be appropriate for viewing by all ages of the general public. Artwork that is obscene or offensive in any way will not be approved.
- 7. Designated memorial locations may reach a saturation point at which time, the City may consider closing the location to additional memorials, expanding the defined area of memorials at that location, or removing memorials to create room for new memorials and making a reasonable effort to return past memorials to their donors.

OFFICE USE ONLY

Application #: _____

Parks and Recreation Director

Recommended: ___ Yes ___ No

Comments: _____

Signature: _____ Date: _____

City Manager

Approved or **Denied** (Circle One)

Comments: _____

Signature: _____ Date: _____