



## **Public Recognition Program Guidelines and Application**

The Highlands Ranch Metro District offers two options for memorial and recognition in Highlands Ranch parks, open space and trail system. Parks and open space are public facilities open to the public and paid for by public funds. Parks and open space are very precious environments and the Metro District carefully controls the memorial and recognition programs in these areas. Program options include:

### **Park and Trail Side Benches**

- Existing and new benches in parks and along trails can be used for public recognition.
- Locations of benches will be selected by the Metro District based on park and trail design, maintenance considerations and need.
- The donor is responsible for paying for the bench and the plaque. Due to aging benches, the Metro District reserves the right to determine which benches need replacement seats and backs.
  - Estimated price for a new bench is: \$650.00
  - Estimated price for existing bench that requires new seat and back is: \$550.00
  - Estimated price for existing bench that does not need replacement parts: \$150.00
- A small plaque, engraved brass, no larger than 8” in length by 1.25” high, can be fixed to the front edge of the bench. (Plaques in different metals: call for pricing)
- Template options for bench plaque inscriptions as shown on Page 5.
- Benches and plaques become Metro District property.
- The Metro District reserves the right to remove and/or move benches at our discretion.

### **Memorial Tree Program**

- Donors may purchase a tree to be planted in a park or along the parkways.
- Locations and species of trees will be selected by the Metro District based on park and parkway design, maintenance considerations and need. Current prices will be provided. Estimated price \$400.00

- The memorial trees are recognized on a plaque located at the Metro District's Parks and Open Space Service Center office lobby. Inscriptions shall read: In Memory of \_\_\_\_\_, donated by \_\_\_\_\_.
- Plaques cannot be placed on or at the base of trees.
- The memorial tree becomes Metro District property.
- The Metro District reserves the right to remove and/or move memorial trees at our discretion.

### **Veterans Monument at Civic Green Park**

- The Highlands Ranch Veterans Monument is a place where our community recognizes those who have served in the United States Armed Forces. Veterans, families, friends and colleagues can recognize anyone who served our country by purchasing a Dedication Tile that will be placed at the site.
- To order a Dedication Tile please go to the Veterans Monument website at: <https://hrvets.org/> or call the Metro District office at 720-240-4931.

### **Procedures**

All recognition will be reviewed and approved for appropriateness according to the following criteria. These criteria are intended to serve as guidelines.

#### **Park and Trail Side Benches:**

- The plaques shall be an engraved brass plate, nor larger than 8" in length by 1.25" height.
- Because of the limited size of the plaques, it is necessary to standardize the language on the plate. There are four template options for bench plaque inscriptions as shown on page 4.
- It may be allowable to include a small and simple logo that represents an organization such as: American Cancer Society, American Heart Association, National Breast Cancer Foundation etc.

### **Process for Application**

Reviews will be held within 30 days of submittal of the Application. A response will be made soon thereafter stating either Denied (with reason attached), "Approved subject to interview requiring more information", or "Approved as submitted".



## Public Recognition Application

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In Recognition of (name)

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Name of Applicant

---

Evening Phone

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Address

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Daytime Phone

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City, State, Zip

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Cell Phone

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Email Address

**STEP 1 Type of installation desired:**

- Inscription plate affixed to a bench
- Living Memorial Tree: In Memory of \_\_\_\_\_,  
Donated by \_\_\_\_\_

**STEP 2 Complete Bench Plaque Inscription Template: (See Page 4)**

- Brass Plaque Option #1
- Cast Metal Option #A \_\_\_\_\_
- Brass Plaque Option #2
- Cast Metal Option #B \_\_\_\_\_

**STEP 3 Desired Location Description: \_\_\_\_\_**

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\*Or provide image of map with pinned location.

Applications will be reviewed within 30 days of submittal.

A response will be made soon thereafter stating either "Approved as submitted", "Approved subject to interview requiring more information" or "Denied (with reason attached)". The cost of materials will be quoted once application is approved.

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Signature of Applicant

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Date

## For Metro District Use

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### Application Steps:

- Application Received Date: \_\_\_\_\_
- Project Cost \$\_\_\_\_\_ (Customer Notified) Date: \_\_\_\_\_
- Donor accepts Cost and \*Inscription (\*If changes were made) Date: \_\_\_\_\_

\_\_\_\_\_  
Coordinator Review Complete Date \_\_\_\_\_

\_\_\_\_\_  
Supervisor Approved Location Date \_\_\_\_\_

\_\_\_\_\_  
Office Manager Approved Date \_\_\_\_\_

\_\_\_\_\_  
PROS Director Approved Date \_\_\_\_\_

\*Application is not approved – comments: \_\_\_\_\_

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### Upon approval:

- Payment received, forward to Finance with copy of application Date: \_\_\_\_\_
- Order(s) placed with vendor(s): Plaque, bench, tree, etc. Date: \_\_\_\_\_
- Order(s) received Date: \_\_\_\_\_
- Supervisor schedule installation: \*Donors may choose to be present Date: \_\_\_\_\_
- Installation completed, photo documented, \*donor notified Date: \_\_\_\_\_

## Plaque Options and Inscriptions Form

**Brass plaque Option #1**

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IN COMMEMORATION OF \_\_\_\_\_

\_\_\_\_\_

DONATED BY \_\_\_\_\_

**Brass plaque Option #2**

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IN RECOGNITION OF \_\_\_\_\_

\_\_\_\_\_

FROM \_\_\_\_\_

**Cast metal plaque Option A** *(Metal other than brass – call for pricing & options)*

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IN COMMEMORATION OF \_\_\_\_\_

\_\_\_\_\_

DONATED BY \_\_\_\_\_

**Cast metal plaque Option B** *(Metal other than brass – call for pricing & options)*

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IN RECOGNITION OF \_\_\_\_\_

\_\_\_\_\_

FROM \_\_\_\_\_