

COMMEMORATION POLICY

- **Application Forms**
- **Tier One Project**
- **Tier Two Project**

Newton Parks & Recreation Department
Application Form
Donation/Commemorative Project

Name(s) of Applicant(s)

Address

Contact phone number:

E-mail

Project Description

Site Location of Proposal:

Tier Request – see attached for descriptions

Tier 1 project:

Tier 2 project:

Please include the following information as part of your application:

1. Background information
2. Letters of support for this project
3. A listing of all members of the project committee
4. Any other information deemed necessary by the Commissioner of Parks and Recreation or designee. You will be notified if further information is required.

Please submit to: Robert J. DeRubeis, Interim Commissioner
Newton Parks & Recreation Department
70 Crescent Street
Auburndale, Massachusetts 02466

617-796-1500

Upon receipt of this application, you will be contacted by a member of the Parks and Recreation Department Staff.

Thank you.

Date:

2003

APPLICATION GUIDELINES

The Newton Parks and Recreation Department reserves the right to establish limitations or declare a moratorium on future installations at a particular location or area.

Maintenance concerns will be a preliminary consideration for this project with adequate provisions made for continued future maintenance of the site. In all cases, any and all materials should be made from durable material that will stand up over time and require little, if any, on going maintenance issues or concerns. Any and all plantings will require a documented warranty agreement.

The donors of the proposed project will be required to pay all related costs for any design, manufacturing, installation and maintenance endowments to ensure quality of care for this project.

Arrangements for installation or any work performed on City of Newton Property by a private contractor will require a separate contract.

Criteria for the site selection will take into consideration the following:

- Conceptual Stage and information gathering requirements
- Adequacy of funding sources
- Special Permitting requirements i.e., site plan approval and certified design plan approval by City of Newton Engineering Department
- Landowner or jurisdiction issues
- The requirement of an “Impact Report, which would include, but not be limited to: Historic Lands, Wetlands and Conservation Issues, Traffic and Parking issues, Accessibility and Environmental issues, Public and Scenic Way implications and neighborhood and direct abutter concerns that may require a neighborhood meeting or a public hearing as deemed appropriate by the Newton Parks and Recreation Commission. Of primary concern will be the existing and proposed circulation and use patterns of the site selected.

The City of Newton does not guarantee replacement or repairs to any damaged items.

PROJECT CRITERIA

Tier 1 Project

A Tier 1 project is the purchase of park amenities typically found in found in Newton's Parks or Public and Open Space. Examples are:

A single tree, a single bench with or without a Commemorative plaque placed within an existing area of a park or playground.

The donors of the proposed items will be required to pay for all related costs for any design, manufacturing, installation and maintenance endowments to insure quality of care for the items proposed.

Trees/Shrubs: Any and all tree or shrub selections will be authorized by the Superintendent of Urban Forestry upon site visit. All trees and shrubs will be site selective. Trees will be at least 2-2 ½ inch caliper. Plaques of any kind may not be affixed to a tree. Tree plaques are those that are mounted on a ground pedestal. All trees will be planted by the City of Newton, Urban Forestry Department according to City of Newton planting schedules.

Benches: We strongly urge the selection of a 6-8 ft. maintenance friendly, recycled material bench. Selection of benches will be authorized by the Open Space Coordinator or other Program Managers, upon site visit. A request for a bench made from materials other than recycled materials, i.e., a bench made from special wood or teak is subject to approval by the Commissioner of Parks and Recreation or designee.

A commemorative plaque for a bench, is a plaque mounted flush into the bench and will be sized not to exceed 2" X 10".

PROJECT CRITERIA

Tier 2 Project

A Tier 2 Project is the sponsorship of an area of any open space or parkland that would include any of these components and or/requirements and would be divided into two categories. A minor Tier 2 and a major Tier 2 project.

A minor project would be landscaping, construction of a small pathway, and site furniture.

A major project would be structural components i.e., play equipment, retaining walls, gazebos, major pathways, sanitation facilities, park lighting or parking lot.

Examples of requirements for a major project would be:

1. Site plan-drawn to scale and a certified design of the proposed area. Any increase in impervious areas need to be infiltrated on the site plan and designed for a capacity for a 100 year storm event (8.37 inches of rain in a 24 hour period). Also required on the site plan is soil evaluation, percolation tests in conformance to Title 5 of Commonwealth of Massachusetts and drainage calculations stamped by a professional engineer.
2. Dig Safe notification or any other City of Newton utilities services.
3. A report on the impact on current and future use of the proposed area by the appropriate City Agency. Issues such as handicap accessibility, parking site and safety plans.
4. A long term maintenance endowment plan or fund.
5. A separate contract will be required if installation of any components of this project require a private contractor to commence work on any city grounds.
6. Additional site plans drawn to scale for any electrical work as required by the City of Newton Utilities Division.
7. Plantings and plant material selection that is not considered low maintenance.

Upon receipt of a request for a Tier 2 Project, the Commissioner of Parks and Recreation will assign the appropriate members of the Parks and Recreation Program, Maintenance or Urban Forestry Division or any other City Agencies to commence work on the project.

If deemed necessary by the Commissioner of Parks and Recreation, the project in its entirety may require a special hearing before the Newton Parks and Recreation Commission at a time and place to be agreed upon.

Tier 2 Project will require a written contractual arrangement and a memorandum of understanding prior to any and all work beginning on the project.

The Project Applicant will assume all costs for any and all installations, site work, purchase of any materials as determined by the Commissioner of Parks and Recreation or designee. The agreement will also include a long-term maintenance agreement or any other requirement as required by the Commissioner of Parks and Recreation.

