

**Queen Anne's County
Department of Parks**

PARK MEMORIAL GUIDELINES

Preface: It is the policy of The Queen Anne's County Department of Parks (DPR) to name park facilities in accordance with their geographical location within the County or proximity to existing communities. Nevertheless, the Department recognizes that community residents may wish to memorialize individuals through park memorials. When appropriate, consideration may be given to naming elements or structures (i.e. trees, benches, playground apparatus, sculptures, etc) within community parks in memory of loved ones, community activists, or prominent citizens who resided in Queen Anne's County. The following guidelines have been established to afford residents the opportunity to recognize individuals in this manner.

I. LIVING MEMORIALS: (Trees / Landscape Materials/ Gardens)

Living memorials may consist of trees, gardens or landscape materials planted in remembrance of loved ones or in honor of respected citizens of Queen Anne's County.

- All requests for living memorials must be submitted in writing to the Director of Parks & Recreation
- Donors may select trees from a list of suitable plants provided by the DPR.
- Living memorials are not perpetual. The DPR will endeavor to maintain and protect the plant with the best of horticultural practices. Every effort will be made to preserve and protect plants and trees in accordance with the highest horticultural and maintenance standards. However, the DPR cannot insure the plant from possible demise or damage due to severe weather conditions, extenuating natural causes, or potential vandalism. Should it be necessary,

replacement costs must be borne by the donor.

- The donor may request a specific species of tree or plant material(s) and may specify the general location in the park for the living memorial. The DPR, however, reserves the right to alter the specific selection and to recommend an alternate location of plant materials due to planting conditions, tree hardiness, supply availability, as well as, maintenance and design considerations.
- Donor(s) will be provided with a certificate depicting the location and date of planting. A standard dedicatory marker will be engraved with the name of the memorialized party(s) to identify living memorials. In more remote locations trees or plants may be tagged for identification. Plaques or markers are not recommended in isolated areas due to maintenance and durability considerations, as well as concerns for potential vandalism.

- Recommended list of trees:

1. Red maple
2. Sugar maple
3. Pyramidal European hornbeam
4. Blue Atlas cedar
5. Deodara cedar
6. Kousa dogwood
7. American beech
8. Copper beech
9. Hardy Crape Myrtle
10. Southern magnolia
11. White oak
12. Scarlet oak
13. Willow oak
14. Linden
15. Zelkova

- All costs for living memorials will be borne by the donor(s). Costs will be based on prevailing wholesale market price and will include shipping and installation. Costs will also include price for dedicatory marker (including engraving).
- Trees and plant materials are generally planted in the spring and fall (generally suspended between May 15th through September 15th, contingent upon prevailing weather conditions. Plant materials are subject to availability. Allow four to six weeks for delivery from date of order.

II. LASTING MEMORIALS: (Park Equipment / Apparatus/ Components)

Memorials may be dedicated in the form of park enhancements [i.e.: benches, picnic table, play apparatus, sculpture or other approved feature(s)]:

- All requests for lasting memorials must be submitted in writing to the Director of Parks & Recreation
- Benches- designed according to DPR standards. Donors may select from various options (i.e. treated wood, vinyl dipped steel or composite materials), which meet departmental standards. The available selection is to be determined by the DPR and will take into account standardization and design considerations. Benches will either be engraved or identified with a dedicatory plaque. Picnic tables- DPR will provide a standard unit for this purpose. A small plaque will be attached to the table to identify the memorialized person / group / organization.
- Park Apparatus - individual requests for memorial play equipment, sculptures and/or other park equipment or components will be considered based on their potential impact, suitability and compatibility within the park.
- Costs for memorials will be based on material costs (if fabricated in-house) or prevailing wholesale market costs, depending upon the design standard. All costs for fabrication (including engraving) will be borne by the donor.
- All engraving fees for memorials dedicated for children or infants will be waived.

III. LASTING MEMORIALS: (Structures/ Principal Components)

In extraordinary circumstances, consideration may be given to naming structures or components (i.e. ball fields, playgrounds, gardens, pavilions or other park grounds or structures) within community parks as a fitting tribute in honor of Queen Anne's County (QAC) citizens who have passed away.

All applications or submittals for park memorials must be submitted to the Director of Parks and Recreation for consideration. In order to qualify, prospective nominees must fulfill the following minimal criteria set forth below:

- Nominees must be deceased
- * Nominees must have been affiliated in some manner with parks and/or recreational activities /and
- * Nominees must have served with distinction as a prominent citizen or member of a recognized community organization or group within Queen Anne's County/or
- *Nominees must have made a significant contribution to the community or served with distinction in Queen Anne's County government
- In the event that the nominee is a child or infant who passed away, his/her family must have resided within Queen Anne's County
- * Adult nominees must satisfy a background check (fee paid by applicant)
- * Adult nominees must fulfill a residency requirement of a minimum of ten (10) years in QAC

* NOTE: These provisions do not apply to children or infant nominees.

All nominations must be accompanied by a minimum of five (5) letters of support, which testify as to:

- o Why the nominee should be considered
- o The nominee's significance as relates to Queen Anne's County
- o Outstanding community contributions, accomplishments, achievements, or distinctions
- o Outstanding community involvement

All applications for Category III memorials will be reviewed and approved by the Director of Parks and Recreation based on the aforementioned criteria. Names of qualified nominees will be forwarded to the Park and Recreation Advisory Board and The Queen Anne's County Commissioners for final review and approval

The DPR will endeavor to maintain and protect park memorials in accordance with the highest maintenance standards; however, it is possible that damages may occur due to natural causes, theft or vandalism. To the extent possible, DPR will make necessary repairs to the memorials; however, should it require replacement, donor(s) will be responsible for funding full cost for replacement.

