

**NAMING OF PUBLIC FACILITY/PARK/MEMORIAL PLACEMENT NOMINATION FORM
THE CITY OF SAN BENITO, TEXAS**

Purpose

The City of San Benito, Texas, (hereafter referred to as "City") seeks to further develop the commemorative nature of naming of public facilities, parks and memorials, and maintain a consistent approach that enables those names to reflect community values. Naming of the aforementioned facilities provide an opportunity to honor individuals and groups for contributions and achievements that deserve recognition. They also present an opportunity to emphasize important landmarks, geographical features or history that may be more relevant in some cases.

Context

The issue of naming a public facility, park and/or memorial may arise for a number of reasons. It may be that a park, for example, has never had an official name or is part of a new development. An application could be made to re-name a park. In any case, where the City is approached or decides to consider the issue of naming or re-naming a public facility, the following procedure will be followed:

1. City will advertise through local newspapers (in consecutive issues, one week apart) for nominations from the public and community groups. Nominations will close two weeks after the date of the last advertisement.
2. Any individual and/or group wishing to submit a nomination must complete any and all required forms, addressing the required criteria to the fullest extent possible, and submit the required documentation within the prescribed due dates.
3. Nominations for naming/re-naming a park will be assessed by the Parks and Recreation Board against the criteria outlined in this Policy, and will present its nomination to the City Commission for approval.
4. Nominations for naming/re-naming a public facility or memorial will be assessed by a Public Facilities/Memorial committee consisting of the city manager, the mayor, a city commissioner (appointed by the city commission), a member of a community service club (said representative to be selected by the service club), and a member of the community of San Benito (said citizen to be selected by a majority of the city commission).
5. The City Commission reserves the right to adopt or reject any recommendations presented by either the Parks and Recreation Board or the Public Facilities/Memorial committee.

SECTION 1

DETAILS OF PERSON SUBMITTING NOMINATION

Please provide your contact details to enable the Parks and Recreation Board and the City Commission of the City of San Benito, Texas, to seek further information, if required.

Suggested Name: _____

Name of Community Organization: _____

Position of Person/s: _____

Name: _____

Postal Address: _____

Home No: Mobile No: _____ / _____

Business No: Email Address: _____ / _____

Name of Community Organization that person is/was associated with:

Current Name or Building Use & Address/Location (Youth Center, Park, etc.)

If suggested name is not after a person, please describe the reason for the above suggested name: _____

SIGNATURE: _____ Date: _____

SECTION 2

PUBLIC FACILITIES/PARKS NAMING/MEMORIAL PLACEMENT NOMINEE FORM

Name of Nominee (provide information on person/organization, if applicable)	Date of Death (if Deceased)
Address	City, State, Zip
Email	Phone/Fax
Family Contact Name	Total Years of Residency
Address	Phone

NOTE: If you require more space, attach a separate sheet with additional information.

Please describe the time the nominee spent in community service and his/her accomplishments (*clearly above and beyond the ordinary*). Services may include the following: **City council, school board, board of supervisors, state/federal office, hospital, endowment, planning commission, parks & recreation board, business/service organization, charity, youth sports, other.**

Description

Please describe **significant contributions the nominee made to the City's heritage.** Services may include the following: **Pioneer, community/business leader, long-time resident, early settler**

Description

Please describe the time nominee spent in community service & his/her accomplishments (clearly above & beyond the ordinary). Services may include the following: **Academic, religious, social/public service, inventory, business/other achievements, military service.**

Description

ACTIVITIES UNDERTAKEN BY THE PERSON YOU ARE NOMINATING FOR NAMING OF A PUBLIC FACILITY/PARK/MEMORIAL PLACEMENT

In the **PUBLIC FACILITIES/PARKS NAMING/MEMORIAL PLACEMENT NOMINEE FORM**, you are required to address each individual criteria set out below. Please include how the nominee has made a significant contribution to the community in response to the criteria. Please attach to your nomination supporting documentation that may assist the committee in determining the relevance of your nomination.

Criteria

1. Preference will be given to a name that is suggestive of the peculiarity of a geographical feature, e.g. shape, vegetation, etc.
2. Preference will be given to a name that has historical, cultural or local significance.
3. Nominees who have contributed time, money or services to the community that were not part of their work, for at least ten (10) years, will be given a priority.
4. Nominees who have been recognized in their field of expertise at a national level or higher will be given a priority.
5. The names of sporting personalities may be given to parks that are used for the sport in which they excelled or contributed.
6. Except where an individual receives significant community support, personal names will only be given posthumously.
7. Service clubs or community groups who have contributed to the development of the park and its facilities will be considered.
8. Any name that receives more than fifty percent of nominations will be given a higher priority.
9. Any name that satisfies multiple criteria will be given a higher priority.
10. Family names that have already been used will not be considered even though it refers to a different family. In this case, consideration will be given to using the person's full name, e.g., "James Fraley Park".
11. Individuals cannot nominate themselves--they can only be nominated by a community group or organization.
12. Each nomination requires signatures from a minimum of ten (10) or more endorsees supporting the nomination.

Further Information or Assistance

If you have any questions, or require guidance in the preparation of the nomination, please call the Parks and Recreation Department at (956)

**PUBLIC FACILITY/PARK/MEMORIAL
PLACEMENT NOMINATION FORM**

THE CITY OF SAN BENITO, TEXAS

**SUBMITTED FOR APPROVAL ON
MAY 3, 2011**