

## **DIVISION OF PARKS AND RECREATION**

October 21, 1986

### **STAFF DIRECTIVE 86-10**

**TO:** Administrative Staff  
Section Chiefs  
District Park Superintendents  
Park Superintendents  
Regional Park and Recreation Consultants

**FROM:** Director William W. Davis

**SUBJECT:** Policy on Naming Units of the State Park and Recreation System and Facilities within Individual Units

#### **I. GENERAL POLICY STATEMENT**

The Director of Parks and Recreation shall make the initial recommendation on all names for units of the State Park and Recreation System and facilities within individual units of the system. Once signed by the Director, the recommendation shall be sent to the Secretary of NRCD for final approval and official designation.

#### **II. PRESENTATION TO THE DIRECTOR**

The Director will receive written proposals only. These may come from citizens, organizations, or staff. The proposal shall include as much data as possible as to why a particular name should be attached to a particular park and recreation system unit or facility.

#### **III. STATEMENT OF PREFERENCE**

Names for parks and recreation areas and facilities that are based upon geographical, historical, or ecological relationships indigenous to the park and recreation facility or area are encouraged.

#### **IV. STATEMENTS OF CRITERIA**

1. The Director will accept applications from any citizen or group of citizens who wish to recommend the naming of a facility or area in honor of a person, historical event, natural phenomenon, or geographical location.
2. The Director may recommend the name of an individual for a particular area or facility when that individual has made exceptional contributions to the state. Such contributions may have been in money, time, or in the overall promotion of parks and recreation.

Exceptional service in areas other than parks and recreation is also acceptable.

3. Generally, facilities within a unit should not have separate names, but should bear the names, but should bear the name of the unit itself. When a facility within a unit that has already been named is to be named, the facility will in some manner denote its affiliation with the unit.
4. The name must not duplicate, nor be exceptionally similar to any other name existing within the State Park and Recreation System so as to cause confusion to the public.
5. When a proposed name is for an individual who is no longer living, the Director will not consider that request unless a period of at least one year has elapsed from the death of the individual.
6. When the Director determines that the contribution of a particular individual warrants his or her name be associated with a facility or unit that already has a name, the Director may add that name to the existing name. Such an addition to a facility may not be made until at least five years has elapsed from the time of the original naming of the facility. Only one additional name may be added and no more than two names may be given to any facility.
7. Recognizing that it is appropriate to change names of a park or facility under certain conditions, the Director may change the name of a park or facility after a minimum of 100 years. This time frame applies only to those facilities that have been named for an individual.

## V. PROPOSAL REQUIREMENTS

1. When naming or renaming a facility, the Director will accept proposals in writing.
2. Proposals to the Director for naming a facility or site shall have a petition with at least 100 signatures of adult residents in support of the request.
3. A proposal for changing the name of an existing facility by addition of another name or a complete change shall require a petition with at least one hundred (100) signatures of adult residents in support of the request.

## VI. OTHER

1. The Director may place a plaque at an appropriate location within a park or facility whereby the names of individuals may be placed for their contributions to the Division when the Director finds that it is inappropriate to name a facility or park for the individual.
2. When there has not been a suggested name for a new park or facility at its completion, the Director may determine an appropriate name.

3. In the event there is organized opposition to a request, the opposition shall also have to complete a statement of opposition identifying the reasons for their opposition. Organized opposition shall also follow the general requirements in opposing a request as the proponents followed in making the request.
4. The Division will post notice at the site of a facility or unit to inform the public of the name change request.
5. Certain features in parks should be named for such things as flowers, birds, or animals instead of people. Consideration for naming these items should be at the discretion of the Director, upon recommendation from staff.

DEPARTMENT OF NATURAL RESOURCES AND COMMUNITY  
DEVELOPMENT  
DIVISION OF PARKS AND RECREATION

Application Form

For

Naming Park and Recreation System Units and Recreation Facilities

General Policy Statement

The Director of Parks and Recreation shall be responsible for initially recommending all names for all parks, recreation areas, and facilities within the State Parks and Recreation system. Once approved, the recommendation shall be sent to the Secretary of NRCD for final approval and official designation.

General Information

Name of Individual Group submitting proposal:

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Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Proposal: \_\_\_\_\_

Site of Facility requested to be named: \_\_\_\_\_

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Recommendations for Naming

Recommended Name: \_\_\_\_\_

If recommended name is for an individual, is this person living or deceased:

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Current Address: \_\_\_\_\_

Name of activity, position of leadership, and dates of involvement: \_\_\_\_\_

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Activities/Services: \_\_\_\_\_

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This image shows a full page of handwriting practice paper. It features ten sets of horizontal guidelines. Each set consists of three lines: a solid top line, a dashed midline, and a solid bottom line. These lines are evenly spaced across the page to help students learn proper letter formation and alignment. The paper is otherwise blank, with no text or other markings.

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Person Submitting Application	Date
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Date \_\_\_\_\_