

**CITY OF PLACERVILLE**  
**COMMUNITY SERVICE PROJECT CONSULTATION FORM**  
**Completed application must be submitted to the City of Placerville**  
**Community Services Dept., 549 Main Street, Placerville, CA**  
**Please Type or Print Legibly**

Purpose & Title Project: \_\_\_\_\_

Detailed Description of Project: \_\_\_\_\_

\_\_\_\_\_

Project Category (See Definitions List Attached): \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project Time Line: \_\_\_\_\_

Proposed location in priority order (provide detailed map):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Estimated Project Cost: \_\_\_\_\_

Applicant/Authorized Representative: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

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

Email: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Is Organization Non-Profit: \_\_\_\_\_ Non-Profit #: \_\_\_\_\_

Additional Groups/Co-Sponsors Involved: \_\_\_\_\_

Will the project be open to the public? \_\_\_\_\_ Project Rendering Attached? (Last Page) \_\_\_\_\_

Are you willing to provide ongoing maintenance: Yes \_\_\_\_\_ No \_\_\_\_\_

Project Architect: \_\_\_\_\_ Project Contractor: \_\_\_\_\_

Estimated length of construction: \_\_\_\_\_

If Applicable:

Cal Fire Services: (# of Crews) \_\_\_\_\_ X (# of Days) \_\_\_\_\_ X (\$225.00) = Total \_\_\_\_\_

City Services: (#of Parks Personnel) \_\_\_\_\_ X (# of Hours) \_\_\_\_\_ X (\$35.00) = Total \_\_\_\_\_

City Equipment and Supplies: \_\_\_\_\_

\_\_\_\_\_

Please list equipment and supplies provided by your organization: \_\_\_\_\_

\_\_\_\_\_

Will any personal/rental property be used/left on site? (Describe): \_\_\_\_\_

\_\_\_\_\_

Will your organization be using volunteers? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Who will be responsible for supervising volunteers? \_\_\_\_\_

Are volunteers willing to sign a release of liability waiver? Yes \_\_\_\_\_ No \_\_\_\_\_

A Hold Harmless Agreement is required, will you be able to comply? Yes \_\_\_\_\_ No \_\_\_\_\_

**A 1,000,000 Liability Policy with endorsement CG 20 26 04 13 naming the City of Placerville additionally insured is required.**

**Would you like to purchase the policy from the City? \_\_\_\_\_**

**Will you provide proof yourself? \_\_\_\_\_**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**City of Placerville**  
**Monuments, Memorials & Plaque Requirements**

**A. PURPOSE:**

From time to time requests are received from individuals and organizations for permission to place monuments, memorials or plaques that honor an individual, organization or event on City property. When properly designed, planned and displayed, memorials may provide for simplified interpretation and furnish the general public with essential knowledge in capsule form.

The City of Placerville is committed to protecting the park and open spaces of the community while also providing opportunities for appropriately designed monuments, memorials, and plaques that honor an individual, organization or event beneficial to the greater good of the community.

**B. POLICY STATEMENT:**

1. Donors of memorials are asked to consider the primary uses of public open space in their request for a location or suitable site. While appropriate memorials may enrich a park experience for park users, public open space is also a very precious commodity, and monuments, memorials and plaques should be carefully reviewed to balance these two public benefits to protect the greater good.
2. The quality of timelessness should be considered in the significance of the individual, community or event being memorialized. Memorial proposals should represent the values of the community and be mindful of future generations.
3. Memorials may be commemorative in nature or the marking of a life's event: the birth of a loved one, an anniversary, a graduation, memory of the deceased, the opening of a business, or a celebration of a community. Memorial proposals honoring individuals or a personal event should be represented in a form that has a broader community interest and moves the viewer to a special experience. Examples such as community parks, landscaped gardens and plazas, sculpture and art works, plaques about history or the environment, poetry, fountains, park benches, site furnishings, etc.
4. It is recognized that a particular location may reach a saturation point and it would then be appropriate to consider limitations or a moratorium of future memorial installations at a particular location or area.
5. Maintenance concerns should be a primary consideration, with adequate provision made for continued future maintenance. In all cases, permanent memorials should be made from durable material that will stand up over time.
6. Unless otherwise agreed, the donors of the proposed memorial are required to pay for design, manufacturing, installation and maintenance endowment to ensure adequate quality of care for the memorial.
7. The City may consider contributing funds to a community monument only when the memorial is for a broad community purpose that marks an event that has broadly affected the community.
8. Improvements made on City property become the property of the City.
9. This policy will serve as a guide to the City of Placerville for any park amenities, monuments, memorials or plaques it may wish to place in parks or public areas within its jurisdiction.

**C. DEFINITIONS:**

A distinction is made between simple plaques and more elaborate memorials. The seven basic types of memorials will be categorized as follows:

1. Simple plaques are those mounted flush with the ground. The size should be appropriately designed per the limitations and consideration of the setting.
2. Adorned plaques are those installed as part of a larger, more intrusive setting. These plaques include installations such as those that are pedestal mounted or affixed to a boulder.
3. Sculpture and other art works including but not limited to representational, non-objective, contemporary, and abstract pieces in a wide variety of artistic mediums such as metal, glass, bronze, ceramic, wood, etc. Artworks that are integrated into a placement or setting will be strongly encouraged.

4. Fountains may be fairly simple or large and complex. They will require additional consideration and review because of the infrastructure required (plumbing and electrical) and additional maintenance implied.
5. Memorial gardens and plazas may include some of the objects listed above but include a spatial experience.
6. Basic park accessories and amenities such as landscaping, site furnishings, benches, seating, picnic tables, drinking fountains, sun dials, shade structures, mosaics, unique pathways etc.
7. Other memorials is a "catch-all" category to cover proposals that may not fit into any of the categories previously described.

## **PROCEDURES:**

The following paragraphs apply to monuments, memorials and plaques on City property.

### **Criteria:**

All memorials should be judged for appropriateness according to the following criteria. These criteria are intended to serve as guidelines for the reviewing body.

1. The person or event being memorialized is deemed significant enough to merit such honor. Simple plaques or the sponsorship of basic park accessories and amenities typically found in a park or public space (bench, tree or landscaping) in honor of a person need not meet the same level of significance as larger, complex and more elaborate memorials.
2. For purposes of renaming parks, roads, structures or streets, the person honored shall have been deceased for at least two years and shall have made significant contributions to the City's mission and purpose.
3. The memorial represents broad community values and has been embraced and supported by the community the memorial is intended to honor.
4. The memorial has timeless qualities and makes a statement of significance to future generations.
5. The location under consideration is an appropriate setting for the memorial; in general, there should be some specific geographic justification for the memorial being located in that spot.
6. The location of the memorial will not interfere with existing and proposed circulation and use patterns.
7. The location of the memorial will not be contrary to any public master plan. Each request will be reviewed and a recommendation may still be made as to the appropriateness of the memorial to the location and an alternate site may be recommended.
8. The quality, scale, and character of the memorial are at a level commensurate with the particular location or setting.
9. The memorial contributes to the park setting from a functional or design standpoint.
10. The memorial should be designed by a qualified professional in the field appropriate to the size scale and complexity of the proposal.

### **Basic Conditions for Approval:**

1. All Inclusive Costs: The cost of design, fabrication, plaques, transportation, installation, site preparation work, foundation, lighting, electrical, permits etc. shall be borne by the requesting party. The memorial proposal shall include all-inclusive costs and any exclusion shall be stated clearly in the proposal. Additionally, any party hired or employed by the requesting party must provide proof of insurance approved by the City that may include and not limited to: general liability, automobile insurance, professional liability insurance, performance insurance bonds, worker's compensation coverage and others as required by the City.
2. Site: All proposed monuments or memorials must relate to and support their proposed site and/or community. Any party proposing to install a monument, plaque or memorial must propose 3 feasible sites for their project along with an explanation of the significance and relationship to each site.
3. Maintenance: In general, the City may consider maintenance of approved memorials if the memorial meets City standards for construction and materials. However, complex or large memorials that require significant and costly maintenance may require insurance, bond or an endowment fund, and a

maintenance schedule by the memorial donor adequate to ensure its care conditions satisfactory to the donor and the City. The posted insurance or bond should also cover costs of installation and /or removal. If an adequate level of maintenance is not continued, the City reserves the right to remove or modify the memorial or a portion of the memorial. If the City commits to maintaining a particular memorial, and the City is not able to maintain the memorial at a level satisfactory to the donor, the donor shall have the opportunity to supplement maintenance as required.

4. Wording on memorial plaques: Individuals and groups may be recognized for their contributions towards a memorial project. All text and design must be approved by the City prior to fabrication of plaque.

Approval Process:

1. Initial Feasibility Consultation: Before proceeding with the subsequent steps of this process, applicants desiring to place a memorial or monument should submit a letter to the Community Services Department that outlines in sufficient detail the main purpose and concept of their proposal. Staff will then schedule a feasibility consultation, if the proposal is sufficiently complex, large or significant, with the applicant and advise him or her of the contents of this policy, the appropriateness of the proposed memorial or monument in light of the policy, and the necessary courses of action required to complete the application. In the case of proposals for significant memorials or monuments, staff reserves the right to submit applicant's preliminary proposal to the Planning Commission for their approval of concept before embarking on further costly planning and study. Depending on the Planning Commission's action, the concept may be submitted to the City Council for its consideration.
2. Written Proposal: Once the initial feasibility of applicant's proposed monument or memorial has been established, applicant will be requested to submit a written proposal with as much information as possible as to the design, size and materials, appropriateness of preferred site, map identifying the proposed site, plaque wording, sketches, artists renderings and/or models, a rendering of the monument at the proposed site, and estimated costs. A maintenance plan must also be submitted prior to final approval. As part of any proposal, the Community Services Department may require the following:
  - A. Prepare any additional submission requests as required by City staff or Planning Commission as part of the conceptual approval.
  - B. Provide evidence of financing or fund raising activities.
  - C. Submit proof of insurance requirements for review by City staff.
  - D. Notify and submit conceptual proposal, if necessary, for review to the appropriate neighboring community meetings or business associations that may be affected by the location of the memorial and provide City with comments and feedback from these organizations.
  - E. Provide site plans, detailed design and schematic drawings as may be required.
  - F. Staff to finalize any engineering, structural or other similar review of the memorial proposal. If there are questions (utility locations and impacts, etc.) regarding the proposed site, these concerns must be addressed before the proposal can be placed on the City Council's agenda for its action.
  - G. As is appropriate, provide documentation concerning the name of the foundry, the type of material, the type of coating and patina, and the artist conceptual idea for the memorial.
3. Appeal: The decision of the Community Services Department can be appealed to City Council within ten days of notice of the decision.
4. Agreement: The requesting party may be required to enter into a contractual agreement with the City prior to commencement of the work.