

City of Richmond

Community Service Department/Recreation and Neighborhood Services Division
Parks and Landscaping Division

POLICY AND APPLICATION FOR NAMING OR RE-NAMING OF PARKS, FACILITIES, AND STREETS

*****NOTE: RED IS TO BE COMPLETED BY APPLICANT**

BLUE DENOTES ADDITIONAL PROCEDURAL OR EXPLANATORY NOTES

STATEMENT OF POLICY AND GUIDELINES:

This application form is used in conjunction with the **Statement of Policy and Guidelines for Naming and Renaming** or acquiring monument “kiosks” or benches of commemoration honoring families or luminaries and friends of Richmond. These Guidelines may be found on the below link:

<http://www.ci.richmond.ca.us/DocumentCenter/View/57679/2021---Renaming-Procedures-for-Parks-Facilities-or-Streets>

STEP 1 - TYPE OF REQUEST *(Check one of the following):*

- 1. Donating and dedication of new park benches, tables, and monuments.
- 2. Temporary memorials on public thoroughfares or city property for up to 90 days.
- 3. Naming or re-naming of parks, facilities, and streets.
- 4. Naming or re-naming of overpass walkways, observation overlooks as well as subsets of parks or facilities (e.g. auditoriums or other rooms within a named facility, Baseball diamond or other individual field(s) within a named park).

STEP 2 – CLASSIFICATION OF REQUEST *(Check of the following):*

- 1. Recognition of a loved one’s name as a gift is given to the city such as a new bench or table for a neighborhood park or a new garden for a Richmond designated park that will be enjoyed by all Richmond residents and guests.
- 2. Recognition of special civic or monetary contribution to the city by a group or individual.
- 3. Recognition of a person or group living or having lived in the city of Richmond who have received recognition on a local, national, or international level thereby bringing honor to the City of Richmond (local heroes).
- 4. Those brave individuals who have lost their lives during their service to the City of Richmond.

STEP 3 – APPLICANT INFORMATION (Fill in each of the following items):

Applicant Name: _____
Street _____
City, State, Zip _____
Phone home _____ cell _____ office _____
Best time to reach: _____
E-mail _____

- Location of request (be specific if within a park or existing facility):

- Specific area or room within the park or facility (if appropriate):

Rationale:

Wording for Plaque:

STEP 4 – SIGN, DATE, AND SUBMIT YOUR REQUEST:

1. Complete a petition of the residential and business owners on the street where the proposed name change is requested with names and signatures.
2. Submit to:
Via Email: recreation@ci.richmond.ca.us
Via Mail: Community Services-Recreation, 3230 Macdonald Avenue, Richmond, CA 94804

Date of Submission _____ Signature of Requestor _____

Once a request is received by the Community Services-Recreation Division, your request will be reviewed for further consideration. Any request for a new park, capital improvements to any facility, and a name change for any facility will be discussed with the Police, Fire, Public Works, Planning and any other departments that may be necessary. The City of Richmond's Municipal Code will be checked for compliance before further processing.

Upon recommendation by Department Heads, the request will be submitted for review and approval by the Recreation & Parks Commission. Upon their approval, the request will then require City Council approval before final actions can be taken.

APPLICANT - COMPLETE THE FOLLOWING STEPS AFTER SUBMITTING THE ABOVE APPLICATION

STEP 5- PRESENTATION TO RECREATION AND PARKS COMMISSION:

1. Present your request to your local Neighborhood Council. Ask for a vote of approval and letter from them. For a contact list of Neighborhood Councils, click on the below link:
<https://docs.google.com/document/d/1fJR4eTJzDSCbD83t5UCpANKfRA5VtoZgY7d9Z5eYxGo/edit>
Conduct a walk through with the Parks and Landscaping Division staff at the desired site, if applicable to a park facility.
2. Submit the approval letter of support from your local Neighborhood Council to Community Services-Recreation to request a date to present to the Recreation and Parks Commission: Via email at Recreation@ci.richmond.ca.us OR drop off at Community Services-Recreation's Registration Office at 3230 Macdonald Avenue, Richmond, CA. To contact the Registration Office, call (510) 620-6793.
3. Acquire sponsorship of a City Official or City Department.

STEP 6 – RESOLUTION OF INTENT:

If approved by the Recreation and Parks Commission, work with your City Official or City Department sponsor to place this item on the City Council agenda, to adopt a **Resolution of Intent** and to schedule a **Public Hearing**.

This action is taken in order to:

- Notice residents, businesses, and property owners of the **Resolution of Intent** and **Public Hearing** date (Note: All costs incurred for postage shall be the burden of the individual group or organization submitting the proposed name.)
- Notify the postmaster and/or all local post offices of **Resolution of Intent** and **Public Hearing**
- Consult with City Clerk to determine a date for the **Public Hearing** and request public notice disseminated **10 days prior** to the scheduled **Public Hearing**
- Request a response from Richmond Police Department and Richmond Fire Department about possible safety issues that may arise due to the proposed name change
- Request a response and cost analysis from Public Works

Attachments needed for this Agenda Item

- Minutes from the Recreation and Parks Commission Meeting
- Redacted application to request the name change
- Map of area
- Resolution of Intent

Date of Public Hearing: _____

STEP 7 – PUBLIC HEARING:

Work with your City Official or City Department sponsor to place this item on the City Council agenda to **Hold a Public Hearing** and adopt a resolution to change the name

This action is taken in order to:

- Acquire an approved Resolution to indicate background, steps taken, authority of the council and direction to further notice Public Works to execute.
- Allow the City Clerk to notice appropriate agencies

Attachments needed for this Agenda Item

- Minutes from the City Council meeting adopting the **Resolution of Intent**, if available
- Minutes from the Recreation and Parks Commission Meeting
- Map of Area
- Resolution authorizing the name change

Outcome of Hearing: _____ **APPROVED / DENIED** _____

STEP 8 – FINAL STEPS WITH PUBLIC WORKS:

Contact the Public Works Department for payment and execution of the required actions:

- Parks Division (510) 231-3004 – to pay vendors directly for the costs of materials.
- Streets Division (510) 231-3011 - for installation of signs.