

Town of Fairfax
Park and Recreation Commission (PARC)
October 16, 2006

Memorial Plaque Policy

Fairfax allows memorial plaques to be placed on, or around, public lands, so long as the memorial benefits: the residents/merchants nearby the proposed placement, the people of Fairfax in general, and improves the area in which the memorial is placed. Preference will be given to memorials honoring Fairfax residents who have made substantial contributions to the community.

All costs for purchasing and installing the memorial shall be borne by the people interested in placing the item on town property. Each memorial project must obtain approval from the PARC, Fairfax Public Works, and the Town Manager.

Memorials that require ongoing care and maintenance shall be identified as such, and the burden of the required ongoing maintenance shall be taken into account by the Town in considering whether to accept the memorial.

The Town Manager has the discretion of taking the approval of the memorial to the Town Council for approval or denial. In order to not detract from the natural features of town parks and open space, the size of memorial plaques should be modest, and sizing is subject to the discretion of the Parks and Recreation Commission and the Town Manager.

All memorials placed on Town property become the property of the Town of Fairfax and the Town does not guarantee the condition of the memorial over time, and does not take responsibility for replacing the memorial if said memorial becomes damaged or destroyed.

The Procedure:

All requests for memorials shall be addressed to the Community Resources Coordinator, who shall route the requests through the various channels for review and approval, and shall notify the requesting party of approval status. Written application to the Parks & Recreation Commission outlining the proposed project, including location, costs, responsible party, and a clear statement of how the memorial will improve the area of placement is the first step for the applicant. PARC will forward approved applications to the Fairfax Public Works department for review. The Town Manager must give final approval of each memorial proposal. If the memorial is to be placed on Town open space, approval must also be obtained from the Open Space Committee.

Submitted by Don Morgan – PARC chair