



## Memorial Landmark Dedication Form

Please provide complete information so that we may keep an accurate record of your Memorial Tree, Bench, Picnic Table or Monument.

This information will also be used to create your custom-engraved dedication. Memorial Landmarks will be placed in Knox County Parks only.

### PLEASE PRINT ALL INFORMATION CAREFULLY TO PREVENT ERRORS.

*(Check the type of Memorial Landmark you are requesting)*

 **MEMORIAL TREE** dedication: \_\_\_\_\_

Dedicated by: \_\_\_\_\_

*There is a limit of 25 characters per line for tree plaques.*

 **MEMORIAL BENCH** dedication: \_\_\_\_\_

Dedicated by: \_\_\_\_\_

*There is a limit of 36 characters for memorial benches.*

 **MEMORIAL PICNIC TABLE** dedication: \_\_\_\_\_

Dedicated by: \_\_\_\_\_

*There is a limit of 36 characters for picnic tables.*

 **MEMORIAL MONUMENT** dedication: \_\_\_\_\_

Dedicated by: \_\_\_\_\_

*French Broad Veterans Memorial Park Only.*

#### **(Office Use ONLY)**

Type of tree: \_\_\_\_\_

Tree Location: \_\_\_\_\_

Date planted/installed: \_\_\_\_\_

Amount Paid: \$\_\_\_\_\_ Date Paid: \_\_\_\_\_



## Memorial Landmark Dedication Form

**Contact Person:** \_\_\_\_\_

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

**City/State/ZIP:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Park:** \_\_\_\_\_ **Location Request:** \_\_\_\_\_

**Type of Donation:** \_\_\_\_\_ Monetary \_\_\_\_\_ Land/Goods/Services

**Donor Estimate of Current Value of Donation (Fair Market Value):** \$\_\_\_\_\_.

**Payment Method:**

\_\_\_\_\_ **Check** (Make checks payable to Knox County Parks & Recreation-  
Attn: Finance & Administration Director)

\_\_\_\_\_ **Credit Card** (Visa or Master Card accepted)

CC# \_\_\_\_\_

Expiration Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Security Code \_\_\_\_\_

\_\_\_\_\_ No goods or services were provided in exchange, in whole or in part, for the donation.

\_\_\_\_\_ If land, goods, or services - describe donation and provide serial or VIN number, if applicable:

\_\_\_\_\_ This donation is to be used at Knox County's discretion.

\_\_\_\_\_ This donation is to be used specifically for the following purpose:

**Signature of Donor:** \_\_\_\_\_

\_\_\_\_\_ **Approved** \_\_\_\_\_ **Denied**

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Department Director Signature:** \_\_\_\_\_

## General Policy for Memorial Landmark Placement

Knox County, through its Memorial Landmark Program, promotes the placement and dedication of Landmarks purchased by members of the public in its parks and green spaces. Placement of Memorial Landmarks shall align with Park Board policies, design standards, and guidance. This general policy is not meant to be all encompassing, and Parks staff will guide an applicant in placement of the Memorial Landmark in a location that suits both the applicant's and Park Board's goals.

### Placement Standards

Memorial Landmarks, whenever feasible, should be placed near a walkway, sidewalk, or path in a park or green space setting. Placement preference will be given to bench placement proposals where landmarks are across from one another on a walkway, sidewalk, or path.

Memorial Landmarks, whenever feasible, should be placed in an area where shade is currently present or will be present over time due to the placement of a tree or trees near the bench placement.

Memorial Landmarks should be placed, at a minimum, 100 feet apart along walkways sidewalks, or paths.

Memorial Landmarks can be placed, upon staff guidance and approval, near items of interest. These items are structures or other park facilities such as warming houses, pavilions, beaches, fountains, or other park infrastructure where existence of a selected landmark would be beneficial to the public, as deemed appropriate by Park staff.

Memorial Landmarks should not be placed in open green spaces that are not near infrastructure such as walkways, structures, or other park amenities, especially if these Landmarks are not accompanied by a shade bearing tree.

Memorial Benches shall be placed with a concrete pad around the base of the bench to help with maintenance practices such as mowing and trimming. The pad shall adhere to the following standards:

6-foot bench – 3-foot x 8-foot x 4-inch depth ready-mix slab

The applicant shall be responsible for all costs related to materials for the slab construction and bench placement.

Memorial Trees placed in conjunction with Memorial Benches shall be placed near the memorial bench to provide future shade for the bench. Placement of trees in other locations in Park settings shall be approved by the Public Works Director/County Engineer, upon consultation with the Tree Inspector. All trees shall be a 1.5-inch diameter and/or 15-gallon.



## French Broad Veterans Memorial Park - Monument Policy

1. **Purpose:** The purpose of this policy is to provide operational guidance for the establishment, standardization and installation of monuments and memorials within the French Broad Veterans Memorial Park.

2. **Scope:** The Memorial and Monument Design Plan applies to all persons who wish to place a monument or memorial within the French Broad Veterans Memorial Park, and who by contract or agreement, are subject to the direction of Knox County.

3. **Policy:** During the establishment and/or installation of monuments or memorials within the French Broad Veterans Memorial Park, it is the policy of this organization to:

- Consider the person(s), organizations(s), or activity the monument or memorial represents and how that is related to Veterans.
- Ensure the monument or memorial upholds the heraldry and honor of those it is purported to represent and venerate.
- Ensure the monument or memorial is standardized and does not, by its construction detract from the Park's purpose.
- Ensure the monument or memorial does not show preference over other such monuments or memorials previously approved or installed.

#### 4. **Definitions:**

A. **Monument:** A type of structure that commemorates a specific event (e.g. WWI, Landing on D-Day, etc.) or veterans' organization.

B. **Memorial:** An object which serves as a focus for memory of person or organization (e.g. Departed Loved One who died in the service, 101st Airborne Division, etc.).

#### 5. **Responsibilities:**

A. **Presenting Persons and/or Organization (PO):** Upon determining a specific individual or organization who wishes to place a separate monument or memorial within the Veterans Memorial Park, they will complete a Knox County Parks and Recreation donation application for submission to the French Broad Veterans Memorial Park Monument Committee. This design must include who or what organization will be presenting it; who or what person it will venerate; specific size, within the guidelines of this policy; what it will be constructed of; how and approximate date the PO intends to install it; and a statement from the PO that the PO will assume all costs of the installation and clean-up of the approved location.



## French Broad Veterans Memorial Park - Monument Policy Cont.

B. Monument Committee (MC): Upon receipt of the design plan from the PO, the MC will insure it conforms to this policy. A member of the MC will then coordinate with a representative of the Knox County Parks and Recreation Department to insure it does not violate any County Statutes, Codes, Policies or Procedures. If a problem is encountered, the design plan will be returned to the PO with an explanation for future re-submission. If there are no problems or issues, the Senior Director of Knox County Parks and Recreation will present the design plan to the Knox County Commission for final approval at the next scheduled County Commission meeting.

C. Knox County Commission: Upon receipt of the reviewed design plan from the MC, and Senior Director will vote to accept the approved plan and authorize installation.

### 6. Procedures:

A. Monuments and Memorials may consist of Plaques, Benches, Columns, and Statues.

(1). Plaques are a plate of metal, ceramic, stone, or other material attached to a wall, stone, or other vertical surface. Plaques will measure no more than 2 feet in diameter (round), 2 feet on a side (square), or 2.5 feet (rectangle). This may be attached as stated above, measuring no more than 4 feet wide and four feet tall.

(2). Benches will be commercially purchased and similar in construction to the benches already installed at Knox County Parks. They may have a small plaque installed on the top, center, forward facing surface indicating the person or organization venerated.

(3). Columns will be made of metal, ceramic or stone. They will be round or square, no more than 2 feet in diameter (round) or 1.5 feet to a side (square) set upon a base no larger than 3 feet to a side (square). The total structure cannot exceed six feet tall. A small plaque may be attached to the base to indicate the person or organization venerated.

(4). Statues will be made of metal or stone. They may be up to four feet tall and set upon a base no larger than 3 feet to a side (square). The total structure cannot exceed six feet tall. A small plaque (as defined above) may be attached to the base to indicate the person or organization venerated.

