



City of Los Altos

Recreation & Community Services Department
1 North San Antonio Road, Los Altos CA 94022
Office: 947-2790 ● www.losaltosrecreation.org



Commemorative Park Amenity Guidelines

The City of Los Altos provides opportunities for citizens to commemorate and recognize a person, event, group or organization with the purchase and placement of a tree, bench or other park amenity approved by the City.

Each purchase is considered a donation and gift to the public, to be maintained by the City of Los Altos for the lifetime of the amenity unless otherwise specified and determined by the City. The City has a right to deny any request based on the information provided in a completed application, including but not limited to the wording, amenity, perceived maintenance and overall alignment with the intent of the program and mission of the City to foster and maintain the City of Los Altos as a great place to live and to raise a family.

The donor will receive confirmation from the City once the installation has been complete. It is the intention that the Commemorative Park Amenity policy cover the broad sense of memorials but is not meant to be exhaustive. Commemorative requests outside the scope of this policy will be considered. The City will attempt to accommodate the wishes of an applicant at all times. All park improvements must conform to the ADA (American Disabilities Act) and provide the minimum requirements for accessibility.

Website access will be provided to the donor, including a full description, details and a photo, upon completion of the installation and payment of the donation.

Commemorative Bench Program: The Commemorative Bench Program provides for new and replacement benches in City parks, public areas or trails.

- The cost for the purchase and installation of a memorial bench that is approximately \$3,500 for an 8ft bench and \$3,200 for a 6 ft bench. This cost includes the concrete bench footing or concrete pad, procurement and installation of the bench and plaque/plate, and anticipated maintenance costs for the lifetime of the bench. New and replacement bench installation is subject to the guidelines of the City of Los Altos Commemorative Park Amenity Program and the discretion of City staff, in cooperation of the donor.
- The commemorative bronze plaque will be in a scale appropriate for the size and style of bench.

- The bench standard is Bench #58 – plaque-ready, made of black cast steel with powdered coating, manufactured by Dumor Inc.



- Memorial benches will be positioned to maximize benefit to an area.
- The number of benches in each park or public area will be limited at the discretion of City staff and will not interfere with normal park use or maintenance operations and shall not detract from the intended use of an area.
- The City accepts no liability for damages to any bench from vandals or third parties.
- The City reserves the right to remove any bench that is damaged, and been determined to be beyond repair, at the discretion of City staff.
- All commemorative benches will be recorded on the City website and monitored to include the following information: status; location; bench type; size; donor; commemorative plaque text and photos, accessible to the donor.
- Once the lifetime of the bench has been determined complete, the donor will be contacted with the option to replace the bench or retire the current bench in which the commemorative plaque will be made available for pick-up. A retired bench will not be available to the donor and will be recycled. It is the responsibility of the donor, or their designated representative to retrieve the removed plaque. The City will mail at the expense of the donor. Plaques must be picked up within 60 days of removal.

Commemorative Tree Program: The Commemorative Tree Program provides for the dedication of an existing tree, replacement or new planting of additional trees in City parks, public area or trails.

- The cost to commemorate a tree is approximately \$300 (Three Hundred Dollars), depending on the type.
- The tree type, species and location will be subject to the City's tree management program and discretion of City staff. Trees will be purchased by the City, at a minimum of fifteen gallons in size. City staff will plant the tree. With permission, donors are welcome to participate.
- Plaques are not available for commemorative trees. The cost to the donor includes the purchase of the tree, planting and staking of the tree.
- No plaques, rocks or other engraved recognition items are permitted on or around the donated tree.
- Dedicated trees will be located to maximize benefit to an area and minimize the impact on intended uses and maintenance operations.
- The number of tree dedications within the city may, at any time, be limited or temporarily placed on-hold based on season, climate, available maintenance resources such as City staff, contract services, water restrictions, or other factors.
- All tree dedications will be recorded and monitored on a website to include the following information: status; location; species; size; donor; and photos, accessible by the donor.

Application

Applications for the Commemorative Park Amenity Program may be picked up at the Recreation Office located at Shoup Park at 400 University Avenue or downloaded at www.losaltosrecreation.org and clicking on Commemorative Park Amenity Program. Upon receipt of an application, the City staff will work with the donor to identify the most current costs and location for the installation of the requested improvements.



City of Los Altos Commemorative Park Amenity Application



Please complete application. You will be contacted by the City to determine current costs and location for the installation for the requested improvement, in order to determine donation amount to the City of Los Altos.

Contact Name _____

Address _____

City _____ State _____ Zip _____

Home phone _____ Mobile phone _____

Email address _____ Fax # _____

1. Amenity: [] 6 ft Bench [] 8 ft Bench [] Tree, suggested type _____

Other: _____

2. Requested Location: _____

3. Requested Installation Date: _____

4. Commemorative Bench Inscription Request (max three lines, 75 characters including spaces):

5. City Staff Approval: _____ Cost: \$ _____

Recreation & Com Services Department _____

Initial

Date

Municipal Services Department _____




Initial

Date

Notes: _____

Include your check, money order, cashier's check, or credit card information made payable to The City of Los Altos. If desired, donations can also be mailed to the address below along with the completed application form.

Payment Type: Check Credit Card Money Order Cashier's Check

CREDIT CARD PAYMENT (check one)		
 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
Card Holder Name: _____		
Card Number: _____		
Exp. Date: _____		
Signature: _____		

Please mail with enclosed payment to:

Los Altos Recreation & Community Services
Attn: Donna Legge
1 North San Antonio Road
Los Altos, CA 94022

Phone: (650) 947-2889
Email: dlegge@losaltosca.gov