**Parks, Recreation & Libraries**
316 Vernon Street
Roseville CA 95678

On November 17, 1999, City Council approved changes to the park naming process. These changes apply to parks and facilities within parks only. The naming process for City buildings and other City facilities remains unchanged.

*Annual Advertisement Period*

On the first working day in July, a press release would be sent out notifying the public and interested individuals that name suggestions are being sought for new parks and new facilities within parks under construction during that fiscal year period (July 1 to June 30). This suggestion period is open for three weeks. Names should be submitted to the City Clerk and forwarded to appropriate staff.

**Annual List**

The names received during this open advertisement period would be compiled into a list with the following provisions:

1. The list will be maintained as "active" for a one (1) year period and will be reviewed for name considerations for park projects and facilities within parks scheduled for construction during the same time period of the advertisement;
2. The Park Naming Subcommittee maintains the right to select a name appropriate for the park based on geographical location, such as street names, subdivision name, or adjacent school name;
3. A name suggestion cannot be submitted more than three consecutive years.
4. The Park Naming Subcommittee maintains the right to select a name not on the "active" list due to special circumstances, such as historical significance, substantial financial contributions; the passing of an active contributor(s) to the community.

**Criteria for Naming a Park Facility**

Names must:

1. reflect geographical location;
2. reflect significant natural features;
3. honor a significant individual (See below)

Individuals must have made a significant contribution to the facility, including, but not limited to:

A - Donation of land or large financial contribution to the facility;
B - Contributed substantially and improved the quality of life in Roseville. This could relate to involvement with Parks and Recreation or other community involvement activities towards the betterment of life in Roseville.
C - Died or disabled in the line of duty.

Each park or facility within a park, such as ball-playing fields, groves of trees, walkways, trails and buildings, or special rooms in a building could be named after selected individuals in their honor as desired and appropriate.

**Selection Process**

Staff, along with an established subcommittee (i.e. Parks and Recreation Commissioners and City Council members):

1. Shall review all names and recommend a name for each new park or park facility project scheduled for construction during the same fiscal year;
2. The selected names shall be reviewed by the appropriate recommending body (i.e. Parks and Recreation Commission);
3. Upon review, the recommendations will be forwarded to the City Council for approval. Council would receive all names submitted along with the staff/commission evaluation.

## *Suggested Name For a Park or Facility Within a Park*

**Suggested Name** _____
*(Print or type the suggested name **exactly** how you would like it to read)*

Park Preference: ☐ Any park site ☐ _____ *(Specify park)*

**Reason for Suggestion** *(Must be completed for further consideration)*:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

*Attach a second sheet if necessary.* ☐ *Attachment included*

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**Name:** _____
*(of individual submitting request)*

**Address:** _____

**Phone Number:** _____

**Please submit this form to the City Clerk's office for name consideration. All names must be in accordance with the established City criteria. Submit one name per form.**

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**FOR CITY USE ONLY:**

For FY _____ Has this name been submitted before? ☐ Yes ☐ No
If yes, when? _____

Subcommittee Review Comments:

_____
_____
_____
_____
_____