

**ARLINGTON COUNTY POLICY ON PLACEMENT OF
MEMORIAL OR RECOGNITION PLAQUES
Adopted by the Arlington County Board July 10, 1999**

The placement of a plaque or other personal forms of recognition or the donation of items for placement or planting in public facilities or on public land may be permitted; however, such requests must be approved by the County Board. The resolution confirming such approval should also contain any restrictions or obligations related to the maintenance, replacement and care of the donated item.

The following criteria shall serve as the basis for the approval of all memorial or recognition plaques:

- 1) Although a plaque may not name a public facility or public land, it may be placed in or on a public facility or public land in memory of an individual, group or event who/which contributed significantly to the community through participation in community, state or national service.
- 2) A letter of request must be submitted to the Park and Recreation Commission.
- 3) The plaque must honor an individual whom the requesting organization/individual can demonstrate contributed significantly to the community through participation in community activities or other relevant state or national service.
- 4) The recognition plaque must be paid for by the individual/community organization requesting the memorial.
- 5) An appropriate level of community support must be demonstrated for a memorial, such as:
 - Approval/endorsement by the local civic/neighborhood association;
 - Signatures of residents of Arlington County; or
 - Endorsement by other community or civic organizations.
- 6) The memorial plaque can be no larger than 12" X 12". All plaque design and materials are subject to consideration and approval by the Department of Parks, Recreation and Community Resources.
- 7) An individual must have been deceased for at least one year before a memorial plaque can be erected in their honor. An individual/group seeking to have a memorial plaque placed in a public facility or on public land may begin the review process before this yearlong period.

The Park and Recreation Commission shall make recommendations to the County Board concerning requests to place recognition or memorials on park land, public open space and recreation facilities. The Commission will seek comment from the following organizations when considering a memorial/recognition plaque: Historical Affairs and Landmark Review Board, Neighborhood Conservation Advisory Committee and the appropriate neighborhood civic association(s). Comments from the Arlington Beautification Committee will also be considered.

The Park and Recreation Commission will synthesize the comments received and make a recommendation to the County Board. The County Manager will also present a recommendation to the County Board, which has final discretionary authority to act.