



APPLICANT SECTION

INSTRUCTIONS:

- 1) Please review the Park Naming Procedures Ordinance for information on the rules and process
- 2) Contact GSD for an introduction of the Park/Facility naming process and preliminary review of eligibility:
Juliana Fulton fultonj@detroitmi.gov 313-628-2365
- 3) Fill out Page 1-2 of this form - Questionnaire (part A) and attach the Narrative (part B)
- 4) Submit the Evidence of Community Support (part C) below
- 5) Pay processing fee (Part D)

PART A: QUESTIONNAIRE

Contact Name: _____

Today's Date: _____

Email: _____

Phone: _____

Proposed (re)naming at which type of site?

Park

Facility (ie Rec Center)

Amenity (in Park/Rec Center)

Is the site currently named? No Yes → Current Name: _____

Property Address: _____

Proposed Name: _____

Yes No Is the person/persons living?

→ Yes No If not, has the person been deceased for 2 or more years?

Yes No Did this person/persons live within the community?

Yes No Did this person/persons make contributions towards the community?

PART B: NARRATIVE

Please attach an explanation of how this individual or group has made major contributions to the City and/or neighborhood. Include how this name change will impact residents and businesses, as well as any anticipated opposition. (500 words or less recommended)

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PART C: EVIDENCE OF COMMUNITY SUPPORT

Provide evidence of community support, which can be either of the methods described below. Outreach must include a petition of signatories of support (which include zip codes) with a minimum number of signatures indicated on the table below. GSD staff will be contacting you to confirm the number of signatures needed and outreach methods.

- 1) Door-to-Door Petition
- 2) Community Meeting with Signatures



	Size	Service Area	# Blocks from site	# Signatures Needed*	Application Fee
PARK					
Mini/Pocket Park	< 1 acre	¼ mile radius	2	500	\$770
Neighborhood Park	1 - 5 acres	½ mile radius	4	500	\$770
Community Park	5.1 – 19 acres	½ mile radius	4	1,000	\$1,200
District Park	20 – 99 acres	1 mile radius	8	1,000	\$1,200
Regional Park	100+ acres	3 mile radius	24	2,000	\$2,060
Riverfront	--	city-wide	--	2,000	\$2,060
RECREATION CENTER					
Neighborhood Rec Space	2,000-15,000 SF	½ mile radius	4	1,000	\$1,200
Neighborhood Rec Center	15,000-40,000 SF	1 mile radius	8	1,000	\$1,200
Community Rec Center	32,000-80,000 SF	1 mile radius	8	2,000	\$2,060
Regional Rec Center	80,000 + SF	3 mile radius	24	2,000	\$2,060
Specialty Venue	--	city-wide	--	2,000	\$2,060

* Signatures required are not to exceed 20% of the total population within a 10 minute walk for those parks or centers with service areas 1/4 or 1/2 mile (calculation provided by GSD staff).

PART D: FEE

AFTER you have been contacted by GSD staff with a preliminary review of eligibility, please send the application fee. The fee varies by park/facility size, which are listed above.

Make fee payable to: *Treasurer, City of Detroit*

***If the park/facility naming is approved there will be an additional \$650 - \$1,500 needed to build and install an new park sign.**

RETURN FORMS TO: Juliana Fulton
fultonj@detroitmi.gov
313-628-2365

General Services
18100 Meyers Rd, Upper Level
Detroit MI 48235

Once we have reviewed a completed application, including this form, narrative, signature petition and fee, the application will be processed and you will be notified of preliminary approval within 30 days. Full approval, including City Council hearing and review will be completed within 6 months of receiving a completed application.

GSD STAFF SECTION

QUALIFICATIONS:

Yes No Site Currently Named for an Individual?

→ If yes, how was this name bestowed _____
 original landowner / developer
 veteran
 notable community member
 other: _____

IF YES: In extraordinary circumstances, such as egregious history that becomes known about the person, persons or entity that recreation area is named for, which specifically precludes a portion of the public from enjoying the space, then the area can be considered for renaming.

Yes No Are there any deed restrictions that relate to the current name?

Yes No Person living? _____
 Yes No Recently deceased (under 2 years)? _____

IF YES: Is there good and just cause, consider the request for naming or renaming for a living person when that person's contribution to society generally has been outstanding to the extent of being extraordinary in its favorable impact and is generally accepted by the community after a reasonable period of reflection.

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For those with **No** qualification issues proceed to outreach, below.

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Select Service Area from chart (see page 2)

Park / Facility Size: _____ Service Area: _____
10-minute walk population: _____ Qualifies for signature reduction? _____
Number of Signatures Needed: _____

↓
Notify applicant about required boundary for outreach scope and number of signatures required

- Outreach completed, minimum signatures recieved
- Signatures and zip codes verified

Note: _____

Recommend **Do Not Recommend**

GSD Project Coordinator: _____ **Date:** _____

Approved by GSD Director: _____ **Date:** _____

City Council - Submission Date: _____ Approval Date: _____