



Village of Port Chester
Port Chester Parks Commission
222 Grace Church Street
Port Chester, NY 10573

Memorial Guidelines & Application

Your Name: _____ Phone: _____

Address: _____
Street, City, State, Zip Code

Name of person you wish to recognize: _____
Please print

Your relationship to this individual: _____

Please read all guidelines prior to submitting the application to make sure you have a clear understanding of the process involved in placing a memorial within a park site. If you have any questions, please call the Recreation Superintendent.

The Park Commission will review all applications on a periodic basis and forward their recommendations to the Village Manager for Board of Trustees review and/or adoption. The Commission will review each application to determine if it has met the criteria set forth below.

- 1.) Type of memorial, recognition or dedication:
 - a.) Reason for memorial contribution to the Village of Port Chester.
 - b.) Application process/approval is done within the time constraints of the Parks Commission as their schedule permits.
 - c.) Should require little or no maintenance; or else provisions must be made for maintenance of the material i.e., if it is to be borne by the Village of Port Chester.
 - d.) If the request is considered larger scale recognition, such as naming an entire park or field or facility, this may warrant nominations being accepted from the community and/or Park Commissions.
- 2.) Funding:
 - a.) To create, install and maintain the memorial should come from outside sources and not the Village of Port Chester Budget.

3. Recognition or Acknowledgement:

- a.) Need not be posthumous.
- b.) Must not be rushed. There will be a waiting period of one year after a person's Death to let emotions settle down, so a rational decision is made.

If the guideline items have indeed been met, then the individual(s) submitting the application will be able to select from a list of items to be purchased. A sample list, bench, tree and water fountain. Additional requirements for Bench, Trees and Plaques on page 3.

Please indicate item or items to be purchased:

4.) The person should:

- a.) Be/have been a current Port Chester resident or long-time former resident or long-time property owner.

- b.) Be/have been a positive role model that we would want others to emulate their life.

- c.) Have made a significant contribution to the Village of Port Chester. Examples War Veterans; member of community service organizations (Lions Club, Rotary club); volunteer work (fire department, boy scouts, girl scouts); public office; elected official.

The Recreation Department, in cooperation with the Parks Commission, reserves the right to deny, remove, or relocate a memorial in the future if it interferes with the best interest of the recreation needs of the community; (i.e., memorials should not be considered permanent). Future repair or replacement due to age and wear should not be considered the responsibility of the Village of Port Chester.

Please feel free to submit appropriate supporting documents as needed. Please keep them concise.

Port Chester Park Commission

Park Bench Donation Guidelines

Donated benches will be consistent with the type of bench that is currently being placed in the parks. Presently, benches are a combination of concrete sides, wood platform and paver base.

While the current cost is approximately \$600.00, the cost will be set at the time of donation.

A 4"x6" plaque may be attached to the bench with no more than three lines of verbiage. Plaques may be either brass or bronze and will be purchased by the donor through the approved vendor.

The location of the bench will be coordinated with and approved by the Park Commission.



VILLAGE OF PORT CHESTER

222 Grace Church Street, Port Chester, New York 10573

Park Commission

Village of Port Chester Park Commission Tree Memorial Guidelines – Revised 10/13/2021

Summary: The family/donor must purchase the tree to be planted. Minimum height of the tree must be 6 to 7 feet. Port Chester Department of Public Works (DPW) will plant the tree at no cost to the donor. Planting will take place only in the spring and fall. The location of trees will be coordinated and approved by the Park Commission.

Acceptable Tree Species:

Shade Trees – Elm, Oak, Maple, Beech, Copper Beech

Other Trees – Flowering Fruit, Dogwood, White Birch, Weeping Willow, Tulip

Unacceptable Tree Species:

Cedar, Pin Oaks, Fruit Bearing

Additional Approved Information: A single 4"x6" plaque purchased by the donor may be placed in the ground at the base of the tree. Plaques may be brass or silver. Please contact the Port Chester Village Clerk's Office to coordinate placement of the plaque.

Strictly Prohibited:

- Planting of bushes
- Flowers extending more than 24" from the base of the tree
- Fences
- Rocks/stones
- Balloons, streamers, or any other decorative items
- Holiday or Seasonal decorations
- Mulch
- Flags, pennants, banners
- Lights or any other types of lighting

Anything not specified set forth by these guidelines will require approval from the Park Commission.