

## **City of Haines City Plaque Program**

### **Ben W. Graham Park and Lake Eva Park**

#### **Object:**

The objective of this policy is to establish a standard for recognizing and honoring individuals, civic groups or businesses who have made a significant contribution or impact on the City of Haines City. This policy is not intended to be all inclusive, it simply provides basic guidelines for the plaque program.

#### **Purpose:**

The purpose of this policy is to outline standard procedures and formats for the City of Haines City Plaque Program, to ensure order and uniformity. The installation of plaques affords citizens, businesses, Commissioners, etc. an opportunity to acknowledge and recognize those who have contributed to the overall welfare of the City of Haines City in some manner. The policy will ensure a thoughtful, consistent and appropriate process for memorializing, honoring, or recognizing individuals or organizations for their contributions to the City of Haines City. There are no set criteria relating to qualifications to be honored with a plaque. One item to consider before applying is whether or not the applicant has contributed to the overall well being of the City of Haines City.

#### **Objectives:**

- This policy covers all plaques proposed or being placed on land, buildings or property which the City of Haines City owns, or over which it has control.
- All such plaques will be required to conform to this policy.
- The approval for the installation of a plaque will be solely through the City Commission.
- Approved plaques must meet the established specifications contained in the policy. Prior to any plaques being ordered, the City Commission must approve the information on the plaque.

#### **Application Submission Period**

Applications will be accepted January 1 through March 31 of each year. All applications received will be presented to the City Commission by the Parks and Recreation Director or his or her designee.

#### **Information on Plaques:**

- Name
- Title/Business Name
- Years of service (if applicable)
- Brief description of contribution

**\*Wording should be kept to 30 words or less, whenever possible to ensure uniformity on all plaques\***

#### **Approval Process:**

All applications will be presented to the City Commission for consideration after the application submission period has concluded. All information and language on the plaque must be submitted verbatim along with the application for approval. The City Commission will have the final approval regarding what information is placed on the plaque.

**Depending on the availability of funds, or as directed by the Commission, the Parks and Recreation Department will budget to install up to eight (8) plaques per fiscal year (October 1 - September 30).**

An application must be submitted each year in order to be considered by the Commission. For example, an application submitted during the 2022 submission period is only valid for the 2022 cycle.

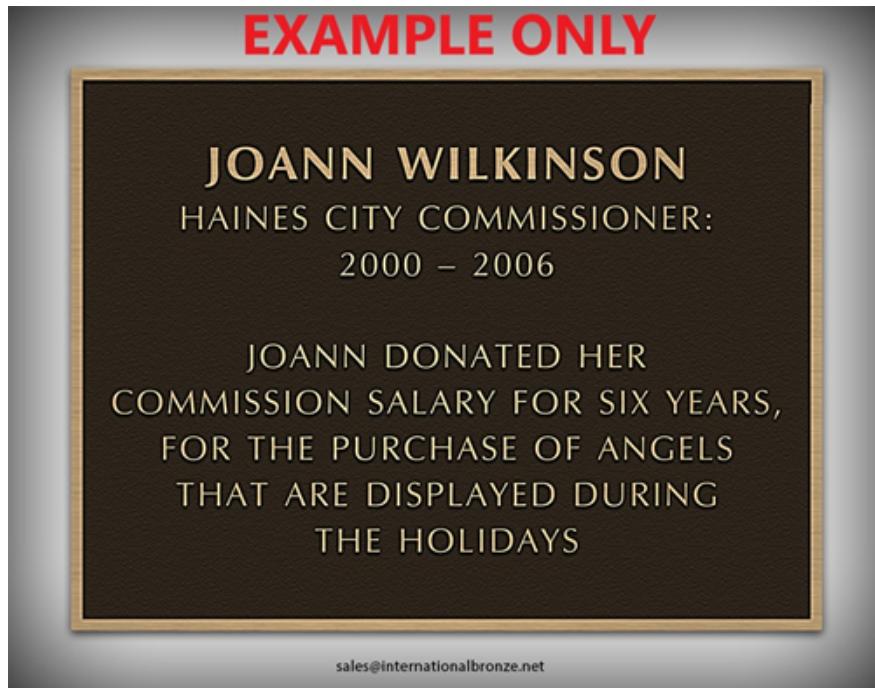
**Plaque Locations:**

Ben W. Graham Park & Lake Eva Park

Plaque nominators will have the option to decide which location they desire for the plaque to be located.

### **Plaque Specifications**

Size and Material: 8" x 6" Bronze Plaque - raised gold letters, with 24", Angled, Stake Mount



Additional historical information on the individual will be placed on a page on the City website for people to gain better insight on the person(s) being honored on the trail.

## **City of Haines City Plaque Program Application**

Name of Applicant:

Date:

Address:

City:

State:

Contribution of Applicant (Please attach any additional supporting documents):

### **Nominator's Information:**

Name:

Telephone Number:

Email Address:

### **Plaque Information:**

Name (exactly how you would like it inscribed on the plaque):

Message (exactly how you would like it inscribed on the plaque):

### **Plaque Location:**

Ben W. Graham Park

Lake Eva Trail (Lake Eva Park)

### **SUBMIT APPLICATION TO:**

City Clerk's Office  
620 E. Main Street  
Haines City, FL 33844