



APPLICATION FOR NAMING A CITY OF LA PORTE FACILITY

Please return to the City Secretary's Office when complete.

Applicant(s) Information

Name: _____

Address: _____

Phone: _____

Email: _____

Facility Information

Current Name or reference: _____

Location: _____

Function or facility type (park/pool/playground/other): _____

Proposed Name: _____

Contributions

Below, briefly explain how the proposed individual, family, organization, or entity has contributed to La Porte. Any combination of categories may be completed, as is appropriate to the nomination, to describe the contributions made. For further assistance, please refer to the City's policy for naming city facilities, found in the Code of Ordinances, Art. I, Sec. 2-1.

(https://library.municode.com/tx/la_porte/codes/code_of_ordinances?nodeId=SPAGEOR_CH2_AD_ARTIINGE_S2-1PONAFA) and attached to this form.

Historical/Symbolic Contributions: _____

Financial Contributions: _____

Civic Contributions: _____

**Return completed form to the City Secretary's Office
604 West Fairmont Parkway, La Porte, TX, 77571
281-470-5021
CitySecretary@LaPorteTX.gov**

City's policy for naming city facilities, found in the Code of Ordinances, Art. I, Sec. 2-1.
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Sec. 2-1. - Policy for naming city facilities.

- (a) *Purpose.* To establish guidelines and procedures for the naming of municipal facilities or donation of a memorial tree with plaque.
- (b) *Procedures.*
 - (1) To initiate the naming process, an application should be requested from and returned to the city secretary's office. A set of procedures and guidelines will accompany each application for completion.
 - (2) A standing committee, appointed by council and composed of Councilmembers from the three at-large positions (mayor, position "A," and position "B"), will consider all applications and provide recommendations.
 - (3) The council committee will present their recommendation to the full city council to consider the naming of the city facility or parkland.
 - (4) Generally, municipal facilities will be named immediately prior to or during development of the facilities.
- (c) *Guidelines.*
 - (1) In honor of individuals who donate land for park space or donate a major part of the funds required to construct or renovate a facility. A minimum of 50 percent or more of the total funds is necessary to constitute a major portion.
 - (2) Outstanding and/or predominant historical features of significance. Historical features will include the names of early residents or citizens and/or events of significance to the area's development.
 - (3) In honor of deceased local community leaders. Deceased local community leaders must have served in an elected or appointed position of the city. These leaders must have provided outstanding personal service that has resulted in a significant and enduring contribution to the community and have been deceased for a minimum of five years.
 - (4) In honor of deceased national or state leaders. Deceased national or state leaders must have directly impacted the citizens of the city and have been deceased for a minimum of five years.
 - (5) In relation to outstanding and/or predominant geographical characteristics or physical features of the land, such as streams, rivers, plant species, etc. Geographical and physical features will include those naturally occurring, (i.e., vegetation materials, streams, rivers, creeks, lakes or forested areas), and those man-made, (i.e., subdivisions, streets, office/industrial complexes or other commercial areas).
 - (6) In relation to a street or streets adjacent to the facility or parkland.
 - (7) In relation to a subdivision that houses the facility or is adjacent to the parkland.
 - (8) Municipal recreation centers that are a part of or lie within the boundaries of a park shall bear the name of that park unless the park name cannot be incorporated in the facility name.
 - (9) Municipal facilities may be given the same name as a school site, where the sites abut one

another.

- (10) Renaming of a public street. Renaming of a public street shall require the concurrence from a minimum of 75 percent of the property owners abutting the proposed street. Persons and/or groups submitting street names for consideration shall be required to provide a notarized list of concurring property owners and to defray the cost (at least 60 percent) of installing signs and other expenses (i.e. maps, plats, 911, etc.) Streets in newly platted subdivisions or streets that have not been developed are exempt from this policy.
- (11) Renaming of a municipal facility. Renaming of municipal facilities may be considered if exceptional circumstances exist, but should not be a common practice. In such circumstances, care must be taken to avoid renaming because the purpose of the prior naming had become obscured over time (and thus eliminate appropriate recognition or honor).
- (12) Donation of a tree for city park or facility. If more appropriate for the circumstances, a request may be presented to plant a tree in memory of the significant contributor. A small plaque (no larger than 12 inches by 12 inches) will be placed at the foot of the tree with name, date(s), and honored contribution to the community. The plaque must be installed to grade. This memorial shall follow the same recommended guidelines as for naming a facility.

(d) *Definitions.*

Civic contribution criteria. Individuals selected within this category shall have been deceased for a minimum of five years and shall have been selected based on many years of service to the community and in consideration of their positive impact on the development and well being of the entire community. These nominations should be made objectively, without consideration to illness, misfortune, or incidents creating emotional responses. Organizations should be nominated according to the same criteria.

Facilities. A municipal facility or municipal facilities shall be any real properties that are owned by the city of such as, but not limited to public buildings, parks, streets, or any other city-owned structures or property.

Financial benefactor criteria. Individuals (deceased), organizations, or entities nominated under this category shall make, or have made, a significant financial contribution toward a facility. Significant financial contributions will be measured also by the impact a single contribution makes toward the successful conclusion of or continuing operation of the facility to be named. Depending on the impact, the naming could be for the entire facility or some portion (i.e., a room).

Historical/symbolic criteria. Facilities may be named for individuals, families, organizations or entities who, for historical or symbolic reasons, have contributed to the community. Nominated individuals shall have been deceased for a minimum of five years. When considering individuals or families under this category, criteria will include their character, service to the community, leadership and inspiration to others. inated according to the same criteria.

(Ord. No. 2000-2443, § 1, 10-23-00)