



MEMORIAL INSTALLATION APPLICATION

This application outlines the criteria for minor and major projects to determine whether a project is eligible for approval. The application meets the criteria set out in [Oregon Administrative Rule 736-010-0066](#).

Criteria for Minor Projects :

OPRD Procedure # PSP.000.010

- Be additions to or minor expansions of an existing feature and should not introduce entirely new elements on the landscape.
- Blend in with their surroundings and not stand out or dominate.
 - a. Materials, forms, and colors should be compatible with adjacent features.
 - b. New features should not rise above the height of the adjacent features.
 - c. Projects should have a relatively small footprint.
- Have minimal or no impact on the established features and patterns, walkways, or structures, and they should not introduce a new pattern.
- Be comprised of, at most, a few components.
- Create minimal disruptions to the regular use of the portion of the park they affect, and they should be completed in a relatively short time (typically a few days).

Criteria for Major Projects:

- Any project that falls outside the scope of a minor project will be categorized as significant or major.
- Major projects require the department Historian to convene a review committee. The committee will evaluate the proposals compliance with criteria and objectives and make recommendations to departments Director for further actions that may include suggestions for changes. The committee will provide an opportunity to consider input from the public.
- Upon receiving a positive recommendation from the review committee, the Director will present the proposal to the State Parks and Recreation Commission for consideration and possible approval.

Organization Applying:

Name of Main Contact:

Address:

City / State / Zip Code:

Phone:

Email:

1 Is the memorial for a person, has the subject been deceased for at least 10 years, and if an event did it occur at least 10 years ago? Please provide dates. If no, please provide an explanation on why this memorial should be an exception to the rule.

2 Explain how your idea is consistent with the Capitol Park State Park Master Plan. For honorary vegetation, please refer to the Vegetation Plan section.

[State Capitol State Park Master Plan](#)

3 Describe how the memorial design enhances the aesthetics of the State Capitol State Park.

4	Is your subject widely known and appreciated for great contributions and significances to the state of Oregon, the history of the nation, or both? Please include written justifications to back up your claim and cite the sources you reference.
5	All expenses for design, fabrication, and installation shall be borne by the applicant. Please indicate the approximate cost for the project.
6	When do you anticipate having this project completed and how long will it take to complete?
7	Attach proof that other venues were considered for the memorial and document the reasons why these venues are not suitable.
8	Attach documentation that demonstrates, statewide, public support for the memorial.
9	Attach the Proposed Design for the Memorial. Please include approximate dimensions. The design must: <ul style="list-style-type: none"> Be located outside of the open, grassy areas of the Capital Mall and Willson Park ovals Not disturb major trees and plantings Not interfere with traffic flows or sightlines. Not disturb other installations and structures. Not create unmitigated or significant additional safety and security concerns.
10	Attach a map indicating the approximate location desired for project.

By submitting this application, the applicant acknowledges that they are responsible for all expenses for the design, fabrication, and installation of proposed memorial.

Prior to installation, the applicant shall provide for deposit in the Recognition Honorary Feature Maintenance Trust Fund an amount equal to fifteen percent (15%) of the project replacement value to be expended for maintenance and repair of recognitions and honorary features in the State Capitol State Park.

Recognitions and honorary features shall become the sole property of the department.

The department may relocate or remove existing recognitions or honorary features, if determined necessary.

If living recognitions or honorary features such as trees or plantings die, are damaged, or present a hazard to the public or adjacent buildings or structures, the department may remove or replace them at its discretion. If plaques or recognition items are associated with the removed trees or plantings, they will be offered first if possible to the family of the individual recognized, or secondarily, to the State Capitol Foundation for archiving.

Print Name

Signature

Date

For official use only:

Park Manager	<input type="checkbox"/> Not Approved	
District Manager	<input type="checkbox"/> Not Approved	
Regional Manager	<input type="checkbox"/> Not Approved	
Deputy Director	<input type="checkbox"/> Not Approved	
Historian	<input type="checkbox"/> Not Approved	
Director	<input type="checkbox"/> Not Approved	
Committee (major)	<input type="checkbox"/> Not Approved	
Commission (major)	<input type="checkbox"/> Not Approved	