



Public Memorial/Commemoration Gift Application



For the City of Belle Fourche

FOR CITY USE ONLY	
Date received by _____	Department: _____
Date approved/denied by _____	Committee: _____
Approved Location: _____	
Date approved/denied by City Council: _____	

APPLICATION DATE: ____/____/____
MM DD YYYY

APPLICANT/DONOR NAME: _____
First Last

DONOR ORGANIZATION / FAMILY (if applicable): _____

STREET ADDRESS: _____

ADDRESS LINE 2: _____

CITY: _____ STATE: _____

POSTAL/ZIP CODE: _____ COUNTRY: _____

CONTACT PERSON PHONE: _____

CONTACT PERSON EMAIL: _____

NAME OF DESIRED LOCATION: _____
(Not guaranteed, to be determined by the appropriate department/board/committee.)

MEMORIAL/GIFT IN MEMORY OF: _____

DESCRIPTION OF PUBLIC MEMORIAL/COMMEMORATION GIFT: _____

SPECIFIC TYPE OF PUBLIC MEMORIAL/COMMEMORATION GIFT:

- Memorial Tree
- Commemorative Bench/Table
- Statue
- Fountain
- Sporting Goods
- Land/Property
- Monetary Donation for Memorial Upkeep in the Amount of: \$ _____
- Other _____

APPLICATION PROCESS

The purpose of this application is to establish guidelines relating to the acceptance, placement, and maintenance of a public memorial/commemoration gift on city property to ensure such gifts do not detract from the aesthetic or cultural values of the surrounding environment, do not place an undue burden on the city, and establish a sustainable management plan. Applicants must file this application with the city.

All applications for a public memorial/commemoration gift will be evaluated by Council as follows:

- Placement of the public memorial/commemoration gift must be compatible with the existing requirements of the affected city department.
- Shall not detract from or overpower the scenic or architectural values of the existing environment
- Must be constructed of materials that meet the design and maintenance considerations of the City Department.
- Are considered on a case-by-case basis as they relate to City planning processes.
- Any non-designated monetary memorial/commemoration gifts will be used to meet current needs of the City.

The department shall make a recommendation on the application to the appropriate committee within twenty (20) working days of receipt of the application. If the committee approves the recommendation, the matter will go to the City's Common Council for final approval.

Applicant expressly understands that the City may limit public memorial/commemoration gifts in pursuit of the best interests of the City and the design specifications, placement, and City's acceptance of the public memorial/commemoration gift must be approved by the City's Common Council.

Additionally, the City does not guarantee permanency of any public memorial/commemoration gift. If a public memorial/commemoration gift is relocated or has any major structural enhancement/change(s), City will attempt to contact the Applicant herein, in writing, at the address shown on this Application. Once accepted and installed, the public memorial/commemoration gift becomes City property.

Public memorial/commemoration gifts to the City of Belle Fourche are considered outright and unrestricted donations. The donor understands and agrees with the conditions set forth in this application and agrees to pay the City any donation funds within one month of final approval.

Applicant's Signature

For more information, please contact the City of Belle Fourche

City of Belle Fourche
511 6th Avenue
Belle Fourche, SD 57717
605-892-3006
www.bellefourche.org