



## **MEMORIAL PARKWAY APPLICATION**

**Board of Public Works  
Citizens Square  
200 East Berry Street, Suite 240  
Fort Wayne, IN 46802  
Phone: 260-427-1112 FAX: 260-427-5553**

### **THE FOLLOWING REQUIREMENTS MUST BE MET BEFORE AN APPLICATION WILL BE PROCESSED:**

1. A completed application for the memorial parkway designation.
2. The application may be made no sooner than six months from the date of death of the person for whom the request is being made.
3. A map of the route for the memorial parkway designation.
4. A copy of the death certificate for the person whom the request is being made.
5. Written and detailed documentation that shows at least 20 years of demonstrated public/community service.
6. A petition that captures 80% of the affected and adjacent property owners (both residential and business) along the proposed route who are in favor of the designation.
7. Three letters of support:
  - 1) A letter from an organization, church or other institution in the Fort Wayne Community,
  - 2) A letter from a person or group who has touched or affected by the service of the individual for whom the request is being made,
  - 3) A letter from a past or current elected City of Fort Wayne Official.

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8. Individuals with felony convictions will not be considered for memorial parkway designations.
9. The applicant (individual/organization) will be responsible for the cost of the sign and post, including the labor to install the signs, at \$600.00 per sign per location. The applicant (individual/organization) will also be responsible for any costs associated with maintenance and replacement due to normal wear and tear, vandalism or natural disasters. If the applicant is unable to be contacted for the collection of maintenance and replacement costs, the signs will be removed.



