



## MEMORIAL PARKWAY APPLICATION

Board of Public Works  
Citizens Square  
200 East Berry Street, Suite 210  
Fort Wayne, IN 46802  
Phone: 260-427-1112 FAX: 260-427-5553

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

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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.
  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.



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Date submitted \_\_\_\_\_

Applicant's/Organization Name (contact person):

\_\_\_\_\_

Applicants/Organization Address:

\_\_\_\_\_

Street	City	State	Zip
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Applicant's/Organization Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Applicant's/Organization e-mail address: \_\_\_\_\_

Name/Location of Memorial Parkway:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CITY OF FORT WAYNE  
BOARD OF PUBLIC WORKS**

By: \_\_\_\_\_  
Shan Gunawardena, Chairman

By: \_\_\_\_\_  
Patrick Zaharako, City Engineer

\_\_\_\_\_  
Mike Avila, Member

\_\_\_\_\_  
Kumar Menon, Member

Attest: \_\_\_\_\_  
Clerk

Approved as to form and legality \_\_\_\_\_  
City Attorney

### **MEMORIAL PARKWAY PETITION**

Date received by the Board of Works: \_\_\_\_\_

We, the undersigned residents of the City of Fort Wayne, do hereby petition the Fort Wayne Board of Public Works to designate the following location as a memorial parkway in memory of: (Please describe):

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**Petition Contact Person – Name:** \_\_\_\_\_

**Address (include Zip):** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Signatures –**

<i>Signature</i>	<i>Printed Name</i>	<i>Street Address &amp; Zip</i>
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