DESIGN STANDARDS FOR: PLAQUES, TILES & PAVERS

1. GENERAL:

All plaques must be approved before installation and requests must be made in writing to the Superintendent of Seattle Parks & Recreation and shall include the following information:

1. Location
2. Size
3. Materials
4. Text
5. Layout
6. Lettering Style
7. Ornamentation (if any)

2. USES & SIZES to be as follows:

Use	Size	Limitations
Historical/Educational	12” x 24”	Case by case review.
Major Gifts	9” x 12”	For gifts and/or services of great significance.
Building Dedications	9” x 12”	Major facilities only.
Art Works	4” x 6”	Artist’s name, title of art work and date only.
Recognition of individuals with donation of bench, etc.	4” x 6”	Shall be displayed in or around man-made features.
Community based projects	9” x12”	*Large sized donor recognition signs may be allowed for a short duration (2 to 3 years), determined on a case by case review.

3. QUALITY:

Materials shall be of high quality and workmanship. Completed plaques shall correspond with approved copy. Any plaque, which is otherwise installed, shall be removed.

4. TEXT:

For plaques, pavers, tiles, and other objects in a park design that may bear words, the text:

a. Can include identification of a donor or honoree by name (individual, organization, or business), i.e., John Smith, Coca-Cola, Wallingford Community Council, Blessed Sacrament Church.
b. Can include a year.
c. Can include a total, including the name and date, of ten words relating to the honoree's use of the park, or to the beauty of the park.
d. Cannot include any commercial message.

The recommended wording for the plaque is as follows:

Dedicated to:
(Name)
(Year)

The use of the words "In Memory Of" or birth or death dates is not permitted. The words "In Honor Of" or "Dedicated To" may be used.

Historical and/or educational information related to the park can be included on the plaque if it will enhance the value to the public. Requests must be made in writing and include the plaque size if it is intended to be larger than the standard size.

5. INSTALLATION:

Buildings - Plaques shall be mounted at designated locations, flush with wall, or display surfaces.

Parks - Plaques shall be mounted in a concrete slab or wall face flush with ground line or face of wall.

Natural Areas - Plaques are not appropriate for Natural Areas and plaques are not permitted for these areas or for the donation of trees or shrubs.

6. EXCEPTIONS:

Only the Superintendent of the Seattle Parks & Recreation can authorize exceptions to these standards.

END OF SECTION