Parks, Culture & Recreation Department **ENHANCEMENT REQUEST**

Deadline Information: Requests are reviewed twice per year in February and August. Application deadlines are January 31 and July 31.

For public art: see Lacey City Council Policy
For museum artifacts: see Lacey Museum Policy Manual
For land donations: please see Enhancements Program Policy Section 5 For monetary donations: please see Enhancements Program Policy Section 8

Name/Representative:

Name of Corporation, Limited Liability Company, or other legal or commercial entity (if applicable):

Date Submitted: Email: Phone:

Type of Enhancement (Check One).

☐ Bench

Commemorative? ☐ YES ☐ NO
How is the commemoration related to LPCR and/or the local community?

☐ Arboreal

Type of plant:
Number of plants:
Please describe the reason for the donation:

☐ Permanent Structure/Project, Non-bench (equipment, amenities, or other special project requests)

Proposed Item/s (please provide a detailed description):

Materials Proposed (if applicable):

Installation (include labor hours anticipated, and list who is qualified to do the work):

Preferred Location:

Does the project require ongoing maintenance? ☐ YES ☐ NO

What City resources / staff assistance do you anticipate needing for the project?

Any other information you would like to share about this request?

Please return to Jenny Wilson at Jenny.Wilson@CityofLacey.org upon completion

The following section is only applicable to specific projects (only fill out if asked)

Required Permits (if applicable):

Proposed Reviewer:

Content / Storyline (if applicable):

Research:

Photo Selection & Scanning (include permissions, and if applicable):

Text Writing & Editing (if applicable):

Design (include proper logo inclusion, and if applicable):

Please return to Jenny Wilson at Jenny.Wilson@CityofLacey.org upon completion