

UNION TOWNSHIP

Memorial & Dedication Program Application

Hunterdon County, New Jersey

Honoring Lives • Celebrating Service • Investing in Our Parks

PROGRAM PURPOSE

The Union Township Memorial & Dedication Program provides residents, families, businesses, civic organizations, and community groups with an opportunity to honor individuals through meaningful enhancements to Township parks and recreation facilities. Memorial donations create lasting improvements while preserving the memories and contributions of those who have positively impacted our community.

Submission of an application does not guarantee approval. All requests are reviewed by the Township. Completed applications should be submitted to UnionTwpRecChair@gmail.com. Please attach any supporting documentation, letters of support, sketches, or photographs to your application or email them with your submission. All submissions will be reviewed by the Union Township Committee on an annual basis at their standard November meeting. For due diligence, all **applications are due to Union Township Recreation by September 1st, annually.**

APPLICANT INFORMATION

Applicant Name:

Relationship to Honoree:

Organization (if applicable):

Address:

City:

State:

 Zip:

Phone:

Email:

Preferred Contact: ☐ Phone ☐ Email

HONOREE INFORMATION

Name:

Recognition Type ☐ In Memory Of ☐ In Honor Of ☐ Community Service ☐ Veteran ☐ First Responder ☐ Organization ☐

Other:

Birth Year: _____ Death Year: _____ (if applicable)

Connection to Union Township / Reason for Recognition:

REQUESTED MEMORIAL

☐ Park Bench ☐ Tree ☐ Picnic Table ☐ Bike Rack ☐ Playground Feature ☐ Trail Feature

☐ Park Amenity ☐ General Donation Toward Future Recreation Project ☐ Other _____

PREFERRED LOCATION

Preferred Park: ☐ Finn Park ☐ Millbrook Park ☐ Municipal Complex ☐ Hoffman Park* ☐ Other _____

*Hoffman Park memorial requests require additional Hunterdon County Parks/State approvals following Township approval.

Preferred Area:

Alternate Location:

PLAQUE INSCRIPTION (MAXIMUM 4 LINES)

Additional Notes:

DEDICATION CEREMONY

Would you like Township staff to coordinate a dedication ceremony? ☐ Yes ☐ No

Preferred Date/Season/Description: _____

MAINTENANCE

Will any ongoing maintenance be required or is any ongoing maintenance planned? ☐ Yes ☐ No

Please provide details:

DONATION

Donation Source: ☐ Individual ☐ Family ☐ Business ☐ Organization ☐ Memorial Fund

Estimated Donation Amount \$ _____

APPLICANT ACKNOWLEDGEMENT

- ☐ I understand this application is a request and does not guarantee approval.
- ☐ I understand all memorials become the property of Union Township upon installation.
- ☐ I understand the Township may relocate, replace, or remove memorials when necessary due to maintenance, safety, storm damage, or future park improvements.
- ☐ I understand memorials will not be guaranteed indefinitely.
- ☐ I certify that the information provided is accurate and, when applicable, I have the permission of the honoree's immediate family.

Applicant Signature _____

Date _____

Program Guidelines & Township Use

PROGRAM GUIDELINES

- Applications are reviewed based on availability, appropriateness, and long-term park plans.
- Plaque wording must remain respectful, non-commercial, and non-political.
- The Township reserves final approval of memorial types, locations, and inscriptions.
- Installation timelines vary based on weather and procurement.
- Support materials should accompany the application whenever possible.

FOR TOWNSHIP USE ONLY

Application Number _____

Date Received _____

Reviewed By _____

Committee Action ☐ Approved ☐ Denied ☐ Tabled

Approved Memorial _____

Approved Location _____

Donation Received \$ _____

Installation Date _____

Comments:

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