



Rapid City, South Dakota
Department of Parks and Recreation

515 West Boulevard
Rapid City, SD 57701
(605) 394-5225

**Application for Item to be Placed in
City Parkland, Open Space or Recreation Facility**

TREES AND PLANTINGS (No Signage)

The donation of trees or other plantings for the City's park system are appreciated and accepted with the approval of the Parks and Recreation Department. No formal approval process is required. These donations do not include any type of identification or recognition signage.

ITEMS TO BE PLACED

All requests for placement of items in the City's park system, open space or recreation facilities must be approved by the Parks and Recreation Advisory Board. At the time the item is placed within the park system it will become the property of the City of Rapid City.

☒ Memorial Item

☐ Community/Public Service Item

1. Items to be placed in memory of an individual or organization must honor an individual or organization who has contributed significantly to the community through participation in community activities or other relevant state or national service.

Name of Person/Organization to be recognized:

~~CHARLIE~~ CALVIN "CAL" KINCAID

Description of contribution to community:

tree along Bike Path between
central Blvd & Argyle St. with marker.

If item to be placed is for Community/Public Service, describe service in detail:

2. An individual must be deceased for at least one year before an item can be placed in their honor.

☒ Meets the Requirement

☐ Does not meet the requirement

3. Describe item to be placed in the City park system (description or picture).

tree - Parks Dept recommends
with marker ground line in front.

Will the item include any identification or recognition signage? ☒ Yes

☐ No

If Yes, please submit language to be included on signage:

In Loving Memory
CALVIN "CAL" KINCAID

4. Letter of Request and Completed Checklist submitted to the Parks and Recreation Director.

☒ Complete

5. All costs associated with the item to be placed must be paid by the individual or organization making the request. This will include cost of item to be placed as well as all costs associated with site preparation.

A one-time service fee in the amount of \$100 or 10% of the item cost, whichever is greater, will be required to assist with future maintenance and service costs. This fee must be paid once the request has been approved and before the item is placed in the park system.

Item Cost: ?

☒ \$100 Service Fee

☐ 10% of Item Cost - \$ _____

6. The City reserves the right to remove or relocate any item placed in the City park system, open space, or recreation facility at any time. The Parks and Recreation Director shall have the sole discretion to determine whether relocation or removal is necessary or desirable.

☒ By checking this box I understand and agree that the item placed in the City park system, open space or recreation facility will become the property of the City of Rapid City, and the Parks and Recreation Director has sole discretion to determine whether relocation or removal of this item is necessary or desirable.

All items to be placed in the City's park system must comply with all City codes. It is the applicant's responsibility to obtain and pay all costs required to apply for any necessary permits. Staff will make every effort to inform applicant of any additional permits that may be required and where to obtain the necessary information and applications.

The Park and Recreation Advisory Board will consider all comments and information received when making its decision. The individual or organization making the request may appeal the Advisory Board's decision to the Rapid City Council; their decision will be final. The appeal will be handled by letter through the Parks and Recreation Director to the City Council.

Wanda J. Kincaid
Applicant Signature

Print Name WANDA J. KINCAID

Address 2316 LOCKWOOD DR.

Daytime Phone Number: 343-1554

Date: 4-18-16

For Office Use Only:

Service Fee:

Date Submitted: _____

Amount: _____

Advisory Board Meeting Dates: _____

Paid On: _____

Check No. or Receipt No. _____

Approved by Parks and Recreation Advisory Board on _____