

Proposed Outline of Procedures for Street Sign and Bench Dedications

1. Any request for a street sign (corner) or bench dedication must be sponsored by a City Councillor, submitted to the City Council, and referred by the City Council to the Dedication Committee.
2. The Dedication Committee solely deals with dedications. The committee shall consist of:
 - a. City Clerk
 - b. Executive Assistant to the City Council
 - c. Representative of the City appointed by the City Manager
3. The Committee will meet 2 times per calendar year:
 - a. End of February for spring dedications to take place in May and June
 - b. End of June for Fall Dedications to take place in September and October
 - c. The City Council will act within two weeks of receiving the committee's recommendations to afford sufficient preparation time for approved dedications.
4. At the bi-annual meetings the Committee shall review all applications referred to it by the City Council to determine whether they meet the dedication criteria set forth by the City Council.
 - a. Up to 18 dedications per year (9 at each of the two meetings) can be recommended for approval
 - b. No sponsor of a dedication request may be awarded more than 2 dedications per calendar year.
 - c. The ultimate placement of the dedication shall be determined by the Department of Public Works and the Executive Assistant to the City Council after reviewing safety related information related to the desired location (Dig Safe data, ADA requirements, etc.)
5. The Committee after reviewing all applications shall make recommendations for approval to the full City Council that are consistent with the dedication guidelines
6. The full City Council votes to approve or reject the recommendation of the Dedication Committee
7. All requests for dedications other than street sign and benches will be reviewed by the Dedication Committee. These dedications will be subject to a higher level of review and a stricter set of guidelines. The Committee will review the application, make a recommendation and refer the application to the Government Operations Committee and the City Manager for further action.
8. For any approved dedication all material collected during the Committee deliberation shall be kept and made available for public inspection and edification.

The Dedication Committee will use the criteria listed below. The Committee can expand this list and report back to the Council on any changes.

- ❖ **Significant contribution to Cambridge community as determined by Dedication Committee.**
 - A person who has been active in civic affairs in Cambridge, whose life/contributions have significance to Cambridge history and are documented by city records, historical documents or newspapers.
 - Valuable and substantial contribution to the City in an official, civic, or social capacity, which sets them apart from normal civic participation in the affairs of the City. [Examples: Service in public office, either in an elected or appointed capacity]
 - Service as a leader of an active organization of the community, which contributes to the social well-being and fabric of their neighborhood or the City as a whole.
 - Distinguished careers by present or former residents who have achieved state or national fame.
 - Significant contributions that improved the quality of life, the general health or major development of Cambridge, the Commonwealth or the nation.

- ❖ **Performed a heroic or distinguished act completely without regard for personal safety and welfare for the common good.**

- ❖ **City Employee Killed in the Line of Duty**

- ❖ **Worked in public service in Cambridge**
 - Meritorious and distinguished service as an employee of the City.
 - Distinguished public service to Cambridge, the Commonwealth or the nation.

- ❖ **Historical Significance**
 - All dedication requests associated with historical events or historical figures shall be referred to the Historical Commission.

Application for Street/Bench Dedications

Sponsoring Councillor:		New	Re <input type="checkbox"/> miss <input type="checkbox"/>
Petitioner's Name:			
Address:		State:	Zip:
Phone:	Email:		
Dedication Requested for:			Deceased? <input type="checkbox"/>
Requested Dedication Location*:			

Please provided a brief biography of the person (s) that this dedication is for and the reason for dedication:

***this is solely for the purpose of identifying a desired geographic location for the dedication. The ultimate placement of dedication sign may be different**

Please select the specific criteria that apply to this dedication:

Killed in action during military service or city employee who died in the course of duty:

Applications on behalf of persons who meet this criterion are automatically approved upon request of family. Where the application is based on KIA during military service the application is automatically approved and referred to the Veterans' Services Agent for action.

Significant contributions to the community. Check all that apply:

- Was active in civic affairs in Cambridge, their life/contributions have significance to Cambridge history and are documented by city records, historical documents or newspapers
- Made valuable and substantial contribution to the City in an official, civic, or social capacity, which sets them apart from normal civic participation in the affairs of the City
- Honorably discharged veteran of the armed services of the United States who served during wartime (Verification of service details will be requested of the Veterans' Service Agent by the Dedication Committee).
- Served as a leader of an active organization of the community, which contributed to the social well-being and fabric of their neighborhood or the City as a whole.
- A distinguished career (by present or former residents) having achieved state or national fame.
- Made significant contributions that improved the quality of life, the general health or major development of Cambridge, the Commonwealth or the nation.

Performed a heroic or distinguished act completely without regard for personal safety and welfare for the common good:

- Specify: _____

Public service:

- Performed meritorious and distinguished service as an employee of the City.
- Performed distinguished public service to Cambridge, the Commonwealth or the nation.

Historical Significance:

- Has been associated with important historical events, movements or patterns in American history, and significantly linked with Cambridge through birth, residence or participation in local affairs.

For Committee Use: _____

Order Number: _____	Date Submitted: _____	Application complete: Y <input type="checkbox"/> N <input type="checkbox"/>
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Hearing February June _____
Date: _____

Approved: Date: _____

Hold application Date: _____

Not recommended for approval Date: _____