



APPLICATION FORM

City Facility Naming/Renaming

City Manager's Office
City of Topeka
215 SE 7th Street, 3rd Floor
Topeka, KS 66603
Phone 785-368-3725 Fax 785-368-2535
www.topeka.org

OFFICE USE ONLY

Date Submitted _____

Council District: _____

NIA/NA: _____

NIM Date: _____

Applicant Information

Applicant(s): _____

Organization (if applicable): _____

Street Address: _____ City: _____

State: _____ Zip: _____ Phone (____) _____ E-mail: _____

Requested Action

Check one: **Renaming of City facility (currently named)** **Naming of City facility (not currently named)**

Current Name: _____ Proposed Name: _____

Location of property to be re-named or named:

On a separate sheet, describe the contribution(s) of the individual(s) for whom the naming/renaming is proposed or the reasoning for the name proposed (if not an individual), and the background history on the present name of the premises. Strong consideration will be given to maintaining current names of City facilities named for individuals whose contributions were previously honored.

The application shall clearly state the contributions made by the proposed named person of the City of Topeka. Said contributions shall include, but not be limited to, donations of time, money, land, gifts or services which directly or indirectly benefited the City of Topeka and its citizens.

Attach written statement.

Was a pre-application meeting held? Yes No If Yes: Date Held _____

The following items should be attached as determined by the City Manager's Office.

- **Written statement** as explained above
- **Acknowledgment/support** of next of kin
- **Letters of support** from impacted neighborhood organization(s) or affected stakeholders
- **Neighborhood Information Meeting minutes and sign-in sheet**

Applicant Signature: _____ Date: _____

Typing your name here constitutes your signature attesting that everything above is true to the best of your knowledge.

Completed application and attachments should be submitted to the City Manager's Office.