

**WEST NORRITON TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA**

**DEPARTMENT OF PARKS AND RECREATION
PARK NAMING / RENAMING PROCEDURE**

I. Purpose

This policy outlines the procedure to be followed by the Parks and Recreation Department for processing and reviewing requests for the naming or renaming of West Norriton Township parks. This policy will better define the process by which requests for naming or renaming parks are processed.

II. This policy will apply to all current township parks and any newly acquired potential parks. (Including playgrounds and any other facilities or amenities located within the parks system)

The following is a list of all current parks located in West Norriton Township:

Padden Park, 2101 Oakland Drive;
Centennial Park, 2050 W. Marshall Street;
Firehouse Recreation Site, 85 School Lane;
Betzwood Park, Hillside Drive;
Squire Croft Park, W. James Street;
Oxford Park, Oxford Circle & Park Avenue; and
VanLandeghem Park, Eagle Drive

III. Definitions:

NA

IV. Procedure for Reviewing requests to name or rename a township park:

All person(s) or groups requesting the naming or renaming of a township park must follow the following procedure.

1. Request for naming new or renaming existing township parks must be submitted in writing to the Director of Parks and Recreation or the Township Manager. The letter must include contact information for the person(s) or group requesting the naming or name changing of a park including address and day and evening contact numbers.

2. Request must include in detail the reasons for the suggested naming or renaming of a specific park.
3. Upon receipt the request and all associated paperwork are to be forwarded to the office of the township manager for initial review.
4. After being reviewed by the managers' office the request will be reviewed at the next regularly scheduled Parks and Recreation Committee meeting.
5. Upon review by the Parks and Recreation Committee, the request and a recommendation will be forwarded to the office of the township manager.
6. The request will be reviewed at the next weekly scheduled Staff meeting.
7. The township manager will schedule a review of the request at a future commissioners' work session meeting.

V. Notice: Waiting Period to Receive and Review Public Comment

After the review by the Board of Commissioners' is completed, there will be a waiting period of sixty (60) days for receipt and review of public comment. Upon completion of the review of public comment the requestor will be notified of the Board of Commissioners' decision through the office of the township manager.

The Board of Commissioners reserves the right to revoke the name of any township park.