

# Application for Naming Town Buildings/Facilities

To: First Selectman's Office  
55 Main Street, P.O. Box 187  
Ellington, CT 06029

Date of Application \_\_\_\_\_

**Naming or Renaming**

- Town-owned property: \_\_\_\_\_
- Existing Name: \_\_\_\_\_
- Proposed Rename if applicable: \_\_\_\_\_

**Commemorative Designation**

- Town owned property: \_\_\_\_\_
- Existing Name: \_\_\_\_\_
- Proposed Commemoration Rename: \_\_\_\_\_

A plaque or marker may be used on a building or facility to honor persons or individuals, even though the facility is not named after them.

**Biographical Information of Honoree:** If more space is required, please attach additional sheet(s).

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**Reasons for Nomination (Narrative):** If more space is required, please attach additional sheet(s). Please see "Policy for Naming Town Buildings/Facilities".

*Under special circumstances, the Board of Selectmen may deem it appropriate to recognize and honor an outstanding individual/citizen by naming a town-owned building, park, athletic field or any other facility, whole or part, after an individual/citizen who died an untimely, heroic or tragic death, if doing so would contribute to the general good and healing for the loss of the individual/citizen felt by the community.*

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Additional Information may be requested.

**Application should include:**

- a) A description and significance of the proposed naming or renaming.
- b) All terms and conditions of proposed naming or renaming, including all financial and other relevant terms, must be disclosed. (Please attach)

Application Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

*This information is needed for notification purposes. Anonymous nominations will not be considered.*

BOS Approved: March 21, 2019