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Parks & Recreation Department
 323 Church Street
 Santa Cruz, CA 95060
 Ph: 831-420-5270 Fax 831-420-5271
www.santacruzparksandrec.com

**APPLICATION FOR
 PARK ADOPTIONS IN CITY PARKS**

Applicant Information

Applicant Name (Last, First): _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Primary Phone: _____ Secondary Phone: _____
 Email address: _____

*Organizational Information
 (if applicable)*

Organization Name: _____
 Business License #: _____ Tax ID: _____
 Type of Organization: _____

Adoption Information

Park Location: _____ Area: _____
 Date Range: _____ To: _____
 Adoption Type: _____ Existing Volunteer: _____
 Description: _____

(Please attach any additional information and/or photos if necessary)

I declare, under penalty of perjury, that I am an authorized representative of the organization listed on this application and that the information I supplied here is true and correct.

Signature: _____

Date: _____

APPLICATION TERMS & CONDITIONS

Eligibility Requirements

1. Individuals, businesses, agencies, or organizations may participate.
 - a. Program participants must be sixteen (16) years or older.
 - b. The adopter's primary and alternate contacts must be twenty-one (21) years or older.
2. The primary contact for sororities, fraternities, and other student organizations must be a faculty member of the organization's school.
3. If an Applicant is not eligible for participation, the department will send a denial letter to the Applicant, explaining the reasons the Applicant is not eligible, within thirty (30) calendar days of receipt of the completed Program Application.
4. The City may deny the application for the following reasons:
 - a. The project creates a hazard to the safety of the City' employees or the public.
 - b. The project violates the law.
 - c. The project is contrary to City policy and Municipal Code (SCMU).
5. Park adoptions are regulated by SCMU 13.40 and Department APO 02-05-02.

Waiting List

1. When a site with a waiting list becomes available, a review is completed by the site Supervisor.
2. If the site is classified as adoptable, the Department will contact the first Applicant to determine if the Applicant is still interested.
 - a. If the Applicant is no longer interested, they are removed from the waiting list.
 - b. If efforts to reach the Applicant are unsuccessful, they will be removed from the waiting list.

Appeals process

1. A denied Applicant may submit a written appeal to the Department within ten (10) calendar days of receipt of the denial letter.
2. The appeal must provide proof that the eligibility criteria in question have been met.
3. The Department Director will respond in writing, with a decision to either confirm or reverse the denial within thirty (30) calendar days of receipt of the appeal.
4. If the Applicant's application is approved, the administrator will forward the application to the site Supervisor who will coordinate any required site review.
5. If the application is approved, the Applicant is notified and provided with a list of necessary steps to follow up on.
6. If a requested site is already adopted, or is under construction, the Applicant will be notified and placed on a waiting list.
7. If a requested site is classified as not adoptable, the Applicant will be notified and no further action will be taken.

Recognition

1. The City will recognize park adoptions by providing a standardized sign at or near the site location.
2. Organizational logos are permitted and must be submitted to the Department.
3. A sign may not be altered or decorated.
4. The City will remove recognition signs from sites that are no longer active.
5. Sign locations are determined by the Department.