

Naming Timeline

Step 1: PARD receives naming application, or construction on a new building begins.



Step 2: PARD acknowledges application receipt and confirms whether the application package is complete or not (PARD must include fee and estimated cost of renaming with confirmation).



If application packet is complete, then...	If application packet is incomplete, then...
<p>Step 3: Within five days, PARD informs PARB of the application and proposed name.</p>	<p>Step 3: Applicant has 90 additional days to complete application or it expires. It can be resubmitted anytime and the timeline starts over at Step 1.</p>
<p>Step 4: 90-day clock begins for PARD to complete community engagement and prepare presentation for Board approval.</p>	
<p>Step 5: Within 15 days of Step 4, PARD informs applicant of naming/renaming cost and establishes the secured payment.</p>	
<p>Step 6: After the completed 90-day community engagement, PARD director receives naming nominations, endorsements, and comments. The PARD director has 30 days to review the application and make a recommendation to the PARB chair.</p>	
<p>Step 7: The Public Hearing is set within the next 90 days.</p>	
<p>Step 8: PARB hosts the Public Hearing.</p>	
<p>Step 9: Within 60 days from the Public Hearing PARB submits recommendation to approve or deny the application to Council.</p>	