



City of Hampton – Department of Public Works

**Roadside Memorial Installation Application**

**July 1, 2016**

I the undersigned hereby acknowledge that I am fully cognizant of all of the following requirements associated with the placement of roadside memorials within city maintained right-of-way:

Type or Print Clearly

Name of Applicant: \_\_\_\_\_

Applicant's Federal Tax ID No. / Driver's License No.: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Telephone No.: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_ 24-Hour Telephone No.: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

Fax No.: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Victim's Name: \_\_\_\_\_ Date of Accident: \_\_\_\_\_

Location(s): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Applicant's Title: \_\_\_\_\_

**Application Requirements**

Application for the placement of roadside memorials on city maintained highways shall be made through the Department of Public Works.

The Director of Public Works designee receiving the request shall coordinate review and approval of the request with all appropriate city personnel.

Applicant will be required to pay the city for the fabrication, installation, maintenance and removal the roadside memorial. The amount of these fees will be determined by the Public Works designee prior to approval. Said fees shall be charged to an accounts receivable established by the city and the permittee will be invoiced within thirty (30) days of installation of the roadside memorial.

**General Requirements**

- 1) Any human fatality that occurs on the city highway system is eligible for a memorial. Only family members of the victim may submit an application for the placement of a roadside memorial on city maintained highways.

- 2) Only one memorial per fatality will be permitted. The city reserves the right to install a group memorial in lieu of individual memorials to commemorate a major incident where multiple fatalities have occurred.
- 3) The applicant must provide a copy of the accident report or other form of information to the Director of Public Works designee so that the victim's name, date of fatality, and location of the accident can be verified. The Director of Public Works designee may also require that the applicant supply a copy of the death certificate.
- 4) The applicant will confirm on the application that approval has been obtained from an immediate family of the victim and the adjacent property owner (or owners) to locate the memorial in the designated location. If any member of the immediate family or adjacent property owner objects in writing to the memorial, the application will be denied or the memorial will be removed if it has already been installed.
- 5) The applicant may request an appeal from the Director of Public Works regarding the Director of Public Works designee's decision to amend or deny the request.
- 6) The memorial shall be located as close as possible to the crash site, but location of the memorial may vary depending on the site and safety conditions.
- 7) If the city's right-of-way is insufficient for a memorial to be installed at the crash site, the Director of Public Works designee will locate a suitable location as close as possible to the incident site to install the memorial where sufficient right-of-way exists.
- 8) The City reserves the right to temporarily remove or relocate a memorial at any time for highway maintenance or construction operations or activities.
- 9) Roadside memorials shall remain in place for one (1) year from the date of installation, at which time the permit shall expire.
- 10) The permittee or the family of the victim may request that the memorial be removed at any time the sign will be removed.
- 11) The applicant, family, or friends of the victim shall not park, stand, or loiter at the memorial site. Due to safety concerns for the traveling public, and friends and family of the deceased, parking, stopping, and standing along any highway is discouraged.

12) **Physical Requirements**

- 1) The City is responsible for the fabrication, installation, maintenance and removal of the memorial sign. The memorial sign shall be designed in accordance with the approved design specifications contained herein.
- 2) The use of symbols, photographs, drawings, logos, advertising, or similar forms of medium is prohibited on or near the memorial.
- 3) Memorials must be located outside of the mowing limits and roadside ditch line, and as close to the right-of-way line as reasonably possible.
- 4) Memorials must be located in such a manner as to avoid distractions to motorists or pose safety hazards to the traveling public.
- 5) Memorials will not be installed in the median of any highway, on a bridge, or within 500 feet of any bridge approach.

**Removal**

- 1) Roadside memorials will be removed by city personnel at the end of the one-year permit term.
- 2) Upon removal, the memorial nameplate will be returned to the applicant or a designated family member, if specified on the permit application.
- 3) If the applicant does not wish to retain the nameplate, the nameplate will be reused, recycled, or disposed of at city's discretion.

**Roadside Memorial Marker Application Checklist**

Applicants Name: \_\_\_\_\_

\_\_\_\_\_ Completed and signed application

\_\_\_\_\_ Copy of Accident Report

\_\_\_\_\_ Death Certificate

\_\_\_\_\_ Victim's Name, Date of Fatality, and Location of Accident

Name: \_\_\_\_\_

Date of Fatality: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_ Confirmation that approval has been obtained from immediate family of victim and adjacent property owner (or owners) to locate memorial in the designated area.  
(Attach letters or other documentation for both)

\_\_\_\_\_ Immediate family approval

\_\_\_\_\_ Adjacent property owner (or owners) approval

**Return completed application to:**

**City of Hampton, Public Works  
Traffic Engineering and Operations Division  
419 N. Armistead Avenue  
Hampton, VA 23669**

## Roadside Memorial Sign Specifications



<b>SHAPE</b>	<u>Top Panel</u> Square <u>Bottom Panel</u> Horizontal Rectangle
<b>COLOR</b>	Message and Border: Black (Non-reflectORIZED) Field: Gray (Non-reflectORIZED)
<b>SIZE</b>	<u>Top Panel</u> 24"x24" Min – 30"x30" Max Circle Diameter: 22" Max <u>Bottom Panel</u> Width: 24" Min – 30" Max Height: 6" Min – 9" Max
<b>MESSAGE</b>	<u>Top Panel</u> Line 1: Capital Letters - 3" D Line 2: Capital Letters - 3" D Line 3: Capital Letters - 2" D Line 4: Capital Letters – 2" D <u>Bottom Panel</u> See Notes Below
<b>BORDER WIDTH</b>	<u>Top Panel</u> 1" <u>Bottom Panel</u> 3/8"
<b>CORNER RADIUS</b>	<u>Top Panel</u> 1-1/2" <u>Bottom Panel</u> 1-1/2"

**NOTES:** Top Panel - Vertical spacing between the top of the panel and Line 1 is 4 $\frac{1}{8}$ ". Vertical spacing between Lines 1 and 2 is 2.25". Vertical spacing between Lines 2 and 3 is 2". Vertical spacing between Lines 3 and 4 is 1 $\frac{1}{2}$ ".

Bottom Panel - Vertical spacing between the top of the panel and Line 1 is 2". The use of initials and/or avoidance of hyphenated names may be needed for the deceased's name to fit the bottom panel. If necessary, the bottom panel may be increased to 9" in height and a second line used to accommodate those names that will not fit onto one line. When a 9" panel is used, vertical spacing between the top of the panel and Line 1 is 2" and vertical spacing between Lines 1 and 2 is 1". When the applicant requests that the deceased's name not be indicated, the message "A LOVED ONE" should be used on the bottom panel.

Mounting height of the memorial markers shall be 3' from the top of pavement at the pavement edge to the top of the top panel except in areas behind guardrail and barrier where the mounting height shall be increased as necessary for the markers to be visible.