



Public Monuments

Application and Instructions for
Establishing New Monuments

Please submit completed applications to the following address:

City Clerk
600 East Fourth Street, 7th Floor
Charlotte, NC 28202
(704) 336-2248
CityClerk@charlottenc.gov

Regular business hours are Monday through Friday 8:00 a.m. to 5:00 p.m.

Application Checklist:

- Application
- Scale Drawing,
Rendering Or Photo
- Description Of
Organization
- Resume of Designer

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INSTRUCTIONS FOR THE APPLICATION TO INSTALL A MONUMENT ON PUBLIC PROPERTY

This application to request the installation of a public monument may be obtained from:

City Clerk
600 East Fourth Street, 7th Floor
Charlotte, NC 28202
(704) 336-2248
CityClerk@charlottenc.gov
www.charmeck.org/city/charlotte/CityClerk

A completed application consists of the following:

1. Complete all questions and sign the application.
2. A scale drawing, rendering or photo of the proposed monument must accompany this application. It must show measurements and details for securing the monument to its base. Details for the base, both above and below ground level, must be shown. If the proposal includes lighting, walkways, guardrails, wiring or water (fountain), etc., these features must also be detailed. No project will be approved "in principle" without direct reference to actual drawings. Clarification of the drawings or additional drawings may be requested if further information is required.
3. A description of the applicant organization must be attached. This should include a statement of purpose, status as a charitable or non-profit organization, date of incorporation or formation and list of officers.
4. A resume of the designer or artist who will create the monument should be attached.

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APPLICATION TO INSTALL A MONUMENT ON PUBLIC PROPERTY

Date of Application: _____

Name of Representative: _____

(This person should be able to provide information or answer questions. Indicate representative capacity).

Name of Organization: _____

Address: _____

Phone No.: _____ Alternate Phone No.: _____

Email Address: _____

Name of Proposed Monument: _____

Proposed Target Date for Installation: _____

Estimated Cost of Project: \$ _____

Estimated Cost of Annual Maintenance: \$ _____

Who will finance it? _____

Who will design and / or create the monument: _____

What is the proposed location of the monument? (Be as specific as possible): _____

Is there a special significance in this location? (i.e., historical, other): _____

Describe the type of monument (plaque, sculpture, bust, etc.) and the dedicatory or commemorative purpose:

The applicant agrees that in the event that the monument proposed herein is accepted, it will become the sole property of the City of Charlotte and all rights and interests will convey to the City of Charlotte upon the installation of said monument on public land.

If the applicant proposes the erection of a public monument on property which is privately owned, the applicant agrees to provide for a conveyance of said property from the owner thereof to the City. Such conveyance shall grant to the City sufficient easement in the ground under and around the proposed monument to allow for its erection and access for its maintenance.

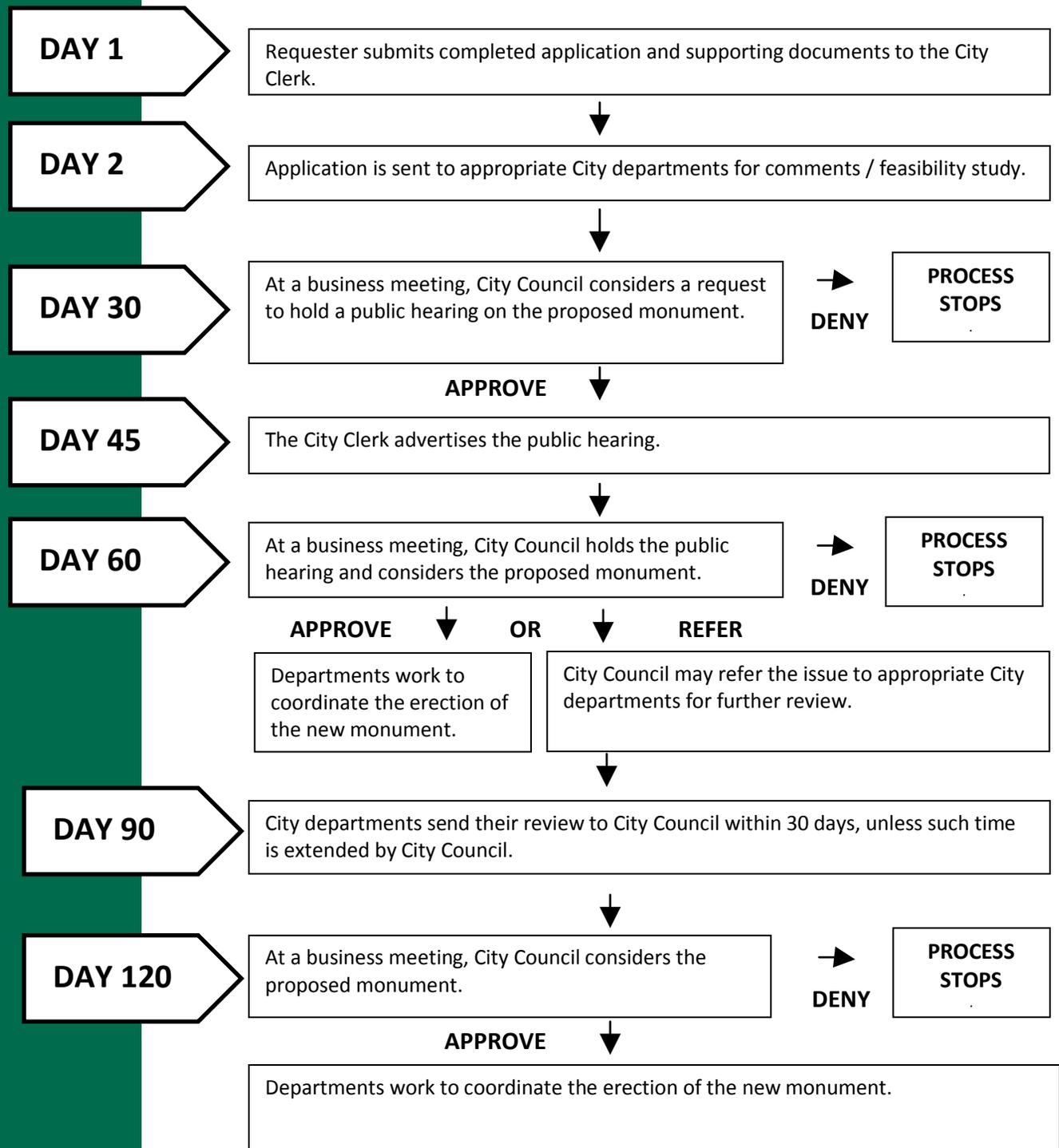
Applicant's Signature

Print Applicant's Name Here

Organization Name

Date

APPLICATION FOR A PUBLIC MONUMENT TIMELINE*



* Please note: The timeline may vary based upon completeness of application, City Council calendar, and other factors.