



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.

Revised 09/05/2017

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
<http://charlottenc.gov/cityclerk/Pages/CityClerk.aspx>

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.

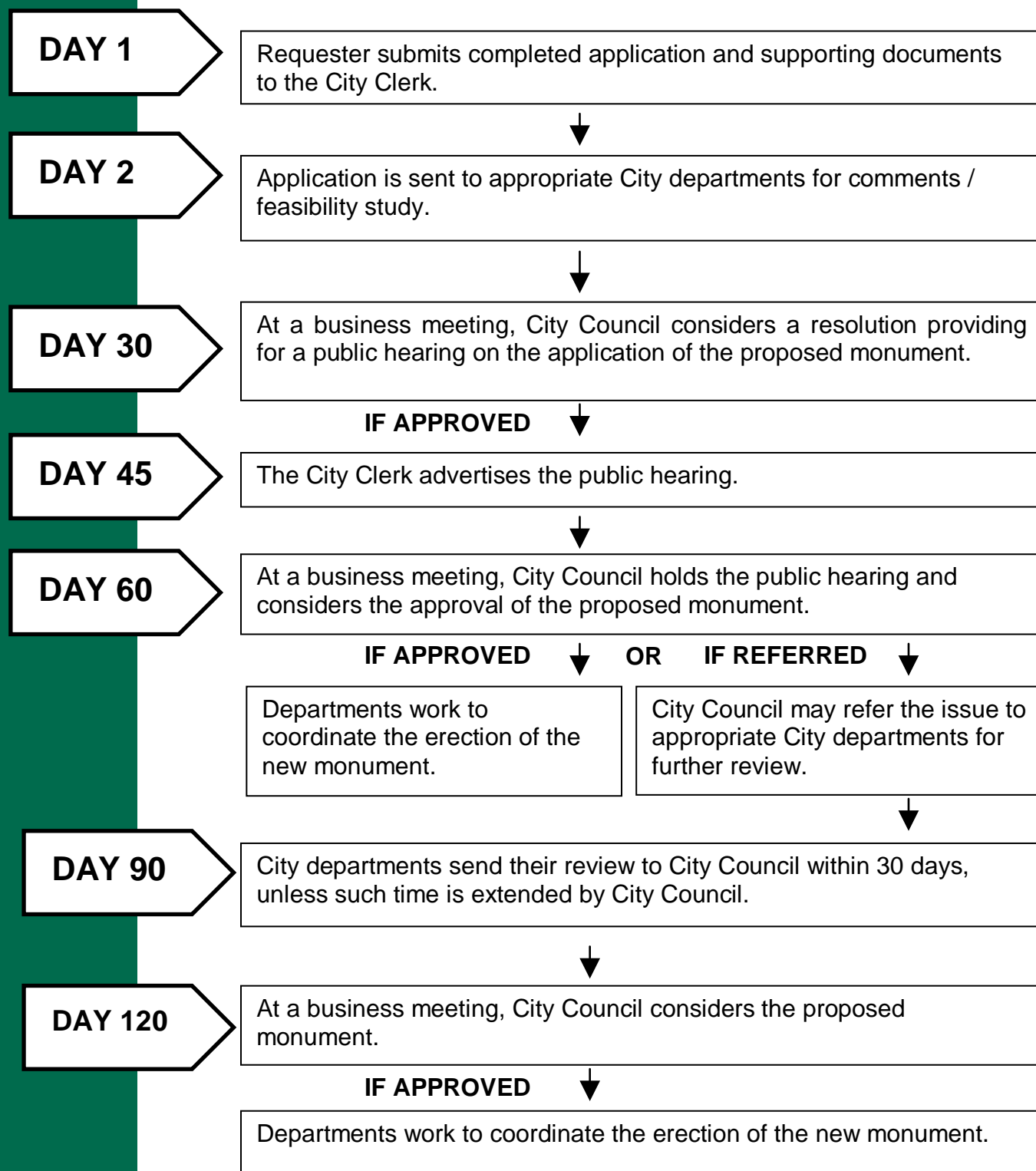
Applicant's Signature

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.

CITY OF CHARLOTTE, NORTH CAROLINA – CODE OF ORDINANCES

CHAPTER 15, ARTICLE V. PUBLIC MONUMENTS

Sec. 15-116. - Short title.

This article shall be known and may be cited as the "City of Charlotte Public Monuments Ordinance."

(Code 1985, § 15-116)

Sec. 15-117. - Purpose.

The purpose of this article is to provide for the identification, establishment, maintenance and production of those things which merit designation as monuments for the use, education and view of the general public in order to remind the citizens of this community, its visitors and tourists of the rich historic, cultural and natural heritage of the city.

(Code 1985, § 15-117)

Sec. 15-118. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Monument means any object, structure, or thing by which the memory of a person, thing, idea, art, science or event is intended to be preserved or perpetuated and which is or is to be permanently erected, placed or located for such purpose on property which is owned by or proposed to be dedicated to the city.

(Code 1985, § 15-118)

Cross reference— Definitions generally, § 1-2.

Sec. 15-119. - Exempt monuments and plaques.

- (a) Monuments or plaques erected pursuant to the authority of the historic properties commission are not intended to be covered by this article and are therefore exempt from this article.
- (b) Plaques erected by any administrative city department on municipal buildings, bridges or other public improvements are not intended to be covered by this article and are therefore exempt from this article.

(Code 1985, § 15-119)

Sec. 15-120. - Prohibitions.

- (a) No monument shall be erected, placed or located on property owned by the city except in compliance with the requirements of this article.
- (b) No person shall deface, demolish, alter or remove any monument without the expressed written approval and consent of the city council. Violation of this section shall be a misdemeanor.

(Code 1985, § 15-120)

Sec. 15-121. - Procedure for erection of monument on public property.

- (a) Any person who proposes to erect any monument, as defined in section 15-118 of this article, shall first file an application with the city clerk. The city clerk shall then route the application to the appropriate staff departments for review. Such application shall contain such information and supporting documents as are required by the city manager and the city council.
- (b) After the application has been determined to be complete and in proper form, the city council shall set the matter for public hearing.
- (c) Notice shall be given of the date on which such hearing shall be held. This notice shall be published once in a local newspaper of general circulation. The notice shall provide that the council may, in its discretion, make changes in the requested proposal for the erection or dedication of a monument without resort to further notice or hearing. Such notice for public hearing shall be given at least ten days and not longer than 60 days prior to the date set for hearing.
- (d) Designated staff members of the appropriate departments, referred to as "the staff," shall attend the public hearing and, following the hearing, prepare a review to be submitted to the city council. Members of the staff and council may ask questions of any person at any time during the public hearing.
- (e) Unless such time is extended by the council, the staff shall tender its review to the council by transmitting it to the city manager within 30 days after the date of the hearing.
- (f) The request shall then be decided by the council within a reasonable time and at a regular council meeting. The decision of the city council shall be conclusive and final; provided, however, that nothing shall be designated as a monument by the city council unless such thing is erected, placed or located on property owned by or dedicated to and accepted by the city for such purposes not inconsistent with such designation.

(Code 1985, § 15-121)

Sec. 15-122. - Standards for review.

As to each application for a monument, the staff and council shall review, investigate, evaluate and make recommendations and decisions in regard to the appropriateness and adequacy of each proposal based upon, but not limited to, the following standards:

- (1) The monument shall have historic, aesthetic or special character or interest to the general public and shall not be limited in interest to a special group or persons. The council shall consider the local and general significance and prominence of the things to be memorialized.
- (2) The monument's location shall be compatible with its surroundings, and its establishment shall not have a negative impact on environmental integrity. The council shall avoid undue concentrations of monuments.
- (3) The monument must be of enduring quality and character, and materials used in creating and establishing each monument shall reflect such quality and character.
- (4) The care and maintenance of the monument shall not require a disproportionate expenditure of public funds.

(Code 1985, § 15-122)

Secs. 15-123—15-130. - Reserved.