



## **OFFICIAL TOWN POLICY AND APPLICATION FORM FOR MONUMENTS LOCATED ON TOWN PROPERTY**

### **POLICY FOR MONUMENTS LOCATED ON TOWN PROPERTY**

#### **1. Definitions.**

For purposes of this policy, the term "monument" shall mean any plaque, statue, structure, tree, shrub, landscaping, or other object or thing constructed, erected, planted, or otherwise located on town-owned or leased property (and intended to remain on such property on a long-term basis) to commemorate or memorialize any person, place, or event. Historical markers erected by or with the authorization of the N.C. Department of Transportation within State maintained rights-of-way are exempted from this policy.

#### **2. Origination of Proposals for Monuments**

Proposals for the erection of a monument may come to the Board of Aldermen in any of the following ways:

- (a) A member of the Board of Aldermen may suggest the monument.
- (b) An advisory board may make such a recommendation.
- (c) Any Carrboro citizen or group of citizens may request that a monument be erected. Such requests shall be submitted in writing and shall describe the type of monument requested, the proposed location, and the justification for the monument. The town may establish an application form that must be completed.

#### **3. Staff Review of Proposals for Monuments**

The Board may refer any request for the erection of a monument to the staff for an analysis of the extent to which the proposed monument is consistent with the guidelines established in Section 4 of this policy.

#### **4. Guidelines for Review of Proposals for Monuments**

In deciding whether to approve a proposed monument, the Board shall consider the following, in addition to any other matters that the Board deems relevant:

- (a) The general or local significance or prominence of the person, place, or event commemorated or memorialized.
- (b) Whether the person, place, or event commemorated or memorialized is significant, important, or relevant to the public generally, as opposed to a small group of persons.
- (c) Whether the monument's proposed location will be compatible with its surroundings.
- (d) The enduring quality and character of the materials used to create the monument.
- (e) The cost to the town of constructing, erecting, locating, and maintaining the monument.

**APPLICATION FORM FOR A MONUMENT  
ON CARRBORO TOWN PROPERTY**

*The Carrboro Board of Aldermen has the sole authority to approve the 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 Town.*

*In order to adopt a uniform methodology, the Board of Aldermen has adopted the attached "Policy for Monuments Located on Town Property." This application provides the format for submittal of the information required by the policy.*

**Name(s) of Individual(s) or Group Making Application:**

**Contact Address:**

**Contact Telephone:**

**Contact Email:**

**This is a proposal to place a monument in honor of:**

\_\_\_\_\_ An individual      \_\_\_\_\_ A place      \_\_\_\_\_ An event

**Name and/or description of individual, place, or event to be memorialized:**

**Please include here any statement about his / her / its significance or contribution to the community and/or why you believe this monument should be established.**

If an individual, is this person living?

If the individual is living, do you have the person's permission to pursue the placement of this monument?

If the individual is living, please list their address and telephone number below:

If the individual is deceased, do you have the permission of the immediate family? (please list name and contact information of person(s) who gave permission as well as what their relationship to the deceased is).

**Describe the materials, size, and general nature of the proposed monument:**

(if a photograph, drawing, or other rendering of the proposed monument is available, that may suffice)

**Describe the proposed location of the monument, including any special significance of this location:** (a sketch showing the proposed location of the monument is helpful)

**List any text that will be included as part of the monument (if any):**

**Describe any cost that would be incurred by the Town of Carrboro in the purchase, erection, or maintenance of the proposed monument (beyond normal maintenance of the area where the monument will be located).**

**If the monument will require maintenance but the Town is not being asked to maintain it, who will provide for the maintenance of the monument?**

\_\_\_\_\_  
Signature of Person Submitting Application

\_\_\_\_\_  
Date

**COMPLETED APPLICATIONS SHOULD BE FORWARDED TO:**

TOWN CLERK'S OFFICE  
CARRBORO TOWN HALL  
301 WEST MAIN STREET  
CARRBORO, NC 27510