

**Application for a Commemorative Work on
District of Columbia Public Space**

Washington, D.C.

“Insert Name of Commemorative Work Here”

Submitted by

“Insert Name of Sponsoring Organization Here”

**Submitted to the District of Columbia Commemorative Works Committee
*(Insert month, day and year)***

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APPENDICES

Appendices may vary depending on the application. Examples are listed below:

Appendix A: Biographical Information on Board of Directors

Appendix B: Proof of 501 (c) (3) status, Articles of Incorporation, By-laws

Appendix C: Letters from local stakeholders

I. SPONSORING ORGANIZATION

1. Name of Commemorative Work

Provide name or title of the proposed commemorative work

2. Sponsoring Organization

List the sponsoring organization with contact person and contact information (address, phone, fax and email)

Name of sponsoring organization:

Address of sponsoring organization:

Contact Person:

Telephone:

Fax:

E-mail:

Tax Status of Principal Sponsor (i.e. Sec. 501(3) determination letter from the IRS, other non-profit documentation, copies of Articles of Incorporation and Bylaws.) This should be noted here with formatting in an appendix.

3. Description of Sponsoring Organization

Give a brief description/mission of the principal sponsoring organization and its relationship to the proposed commemorative work. (i.e. history, when founded, other projects sponsored, etc)

4. Board of Directors

List Sponsoring Organization Board of Directors with biographical information and role on the Board. Note: The Board of Directors can be summarized here, with biographical information about the Board members included as an appendix.

II. PROJECT DESCRIPTION

5. Summary of Proposed Commemorative Work

Provide brief project summary (describe concept, scope and goals of project)

6. Subject of Commemorative Work

Provide detailed information on the subject of the proposed work and why the person or event should be commemorated on District public space in Washington, D.C. The subject of the commemorative work should be of long-term historic importance and shall generally not be any living person, any deceased person who has been deceased less than 10 years or any event that has occurred within 10 years of this application. If the proposed commemorative work does NOT meet these standards, a detailed explanation should be provided as to why the person or event should be commemorated despite the standard.

7. Relationship of Commemorative Work to District of Columbia History and Culture

Provide detailed information on how the subject of the proposed commemorative work relates to District of Columbia culture or history. Commemorative Works on public space that are proposed for commemoration of local individuals, groups, events, or other significant elements of D.C. culture or history generally should be given priority over other commemorative works. If the proposed commemorative work does NOT meet these standards, a detailed explanation should be provided as to why the person or event should be commemorated despite the standard.

III. PROJECT LOCATION

8. Project Location

Describe proposed project location (street address/square/lot or public space designation). Map(s) should be included. (Please make sure the maps are clear and readable at the size used in the application.)

9. District Government Agency with Oversight

Indicate the District government agency with oversight of the proposed District public space where the proposed Commemorative Work is proposed to be located.

10. Existing Conditions

Describe existing conditions of proposed site of the commemorative work and the general conditions surrounding area within ½ mile (land use patterns, zoning, etc.) Include clear photos (no copies) and a site plan of existing conditions (sidewalks, utilities, site topography, streets).

11. Historic Preservation Considerations

State whether the proposed project location is within a District of Columbia or National Register Historic District or is a District of Columbia Landmark or is listed or is eligible for listing on the National Register of Historic Places. Provide information on the historic district, landmark or National Register eligible or listed property. Indicate whether the proposed project is related to any adjacent or nearby historic properties or districts.

12. Project Compatibility with Existing or Future Plans for the Area

Describe the proposed project's compatibility with the existing context and any future plans for the area. Also indicate whether this site is within 500 feet of another memorial in public space (see D.C. Law 13-275, Section 415(c), Guidelines for Consideration of Applications).

13. Economic Impact

Describe any known or expected economic impact of the proposed project upon its immediate location, surrounding area (within approximately ½ mile) and the District of Columbia at large.

IV. PROJECT DESIGN

14. Project Design

Describe concept design of proposed commemorative work in text and graphics.

15. Project Materials

Describe in detail the materials to be used for the commemorative work. If there are landscape features, describe the compatibility with the Washington, D.C. climate.

16. Infrastructure

Describe related infrastructure improvements required to complete this project. If the sponsor is assuming related infrastructure improvements by the District or Federal government, that assumption should be outlined (including cost assumptions).

17. Architectural Design

Provide information on the architectural design, primary materials, site engineering/drainage, landscaping, maintenance, signage, and other design/construction elements, as appropriate.

18. Schematic Design

Provide in text and graphics, concept schematic design including, but not limited to, a site plan, elevations, site scale analysis, a landscaping plan and other design-related materials.

19. Environmental Analysis

Provide an environmental analysis of the proposed site and its immediate area and suitable for Environmental Impact Screening Form (EISF) review by D.C. Dept., of Health, etc., or provide proof of exempt status. Provide discussion on traffic impacts and how they are accommodated, and pedestrian and vehicular access to the Commemorative Work, including parking considerations.

20. Potentially Objectionable Construction Impacts

Describe any unusual or potentially objectionable construction conditions (e.g. noise, blasting, dust, etc.), and steps proposed to address these conditions.

21. Accessibility

Provide a statement on compliance with the American with Disabilities Act (ADA). This should include a sufficient description of access arrangements.

22. Proposed Timeline

Provide a detailed timetable for the project, including the planning process, the approval process, the proposed start date for construction, the construction process, and the proposed completion of the project.

V. COMMUNITY OUTREACH

23. Community Outreach Program

Describe your community notification program, including presentations to neighborhood organizations, presentations to and review by the appropriate Advisory Neighborhood Commission (ANCs) and notification of abutting property owners. Organizations proposing a commemorative work should have consulted with these groups prior to submitting this application.

24. Letters from Local Stakeholders

Provide letters from local stakeholders and other appropriate supportive parties, including a resolution of support, if possible, from the appropriate ANC (List the letters here, include the letters in the Appendix).

VI. PROJECT BUDGET

25. Budget

Provide the estimated cost of the proposed project.

26. Budget and Financing Plan

Provide a complete budget and financing plan. This includes the preparation costs, construction costs and maintenance and insurance of proposed project. The financing plan should include information on the sources of funding, including any government sponsored assistance if expected.

27. Maintenance and Preservation Budget

Provide plans and budget for the perpetual maintenance and preservation of the proposed project. This should include detailed information on the amount of funding to be established for maintenance and the vehicle used (annuity, letter of credit, etc).

28. Insurance

Provide information on insurance for each stage of construction and for the future (if multiple construction phases are proposed). The District of Columbia shall be indemnified against all liability from incidents in public space.

VII. Additional Materials/Phase II – Submission

29. Construction

Information on construction safety arrangements, if appropriate, include traffic barricading plans, placement of construction trailers, fencing, traffic impacts and pedestrian safety measures, etc.

30. Final Drawings

Provide final drawings and final construction documents.

31. Financial Ability to Complete Project

Provide proof that the project has sufficient financial backing in order for the project to be completed and maintained.