

COMMEMORATIVE WORKS **Review Process**

Start

The sponsor of a commemorative work is responsible for all necessary reviews & approvals. Office of Planning staff can advise sponsors during the review process.

1



Pre-Application Coordination

Meet with the Office of Planning (OP), the agency designated to process and review commemorative works applications, to discuss the review process before completing a commemorative works application (posted on OP's website).

4 to 6 weeks

2



Submit Application and Complete Initial Concept Review

Submit application to Commemorative Works Committee (CWC) for Concept Review.

4 weeks

3



Complete Required Reviews

May include impacted District agencies, utility companies, Advisory Neighborhood Commissions, and other District and Federal review bodies.

4 to 8 weeks

4



Commemorative Works Committee Final Review

Meet with the CWC for a final review of the application before it makes a recommendation to the Mayor and District Council.

4 to 8 weeks

Estimated Time for Completing Review: 4-7 Months

Next Steps for Final Approval and Permitting

5



Seek Mayor and Council Approval of a Resolution or Bill Authorizing the Commemorative Work

Work with the Mayor or District Council member to submit legislation for consideration and final action.

6



After Mayor and District Council Approval, Complete Permitting and Other Requirements to Construct the Commemorative Work

Apply for and receive all necessary building and public space permits through DCRA and DDOT.

Timeline may vary



What is a Commemorative Work?

A statue, monument or similar work designed to memorialize an individual, group or event.



Which Proposals Require Review?

The Commemorative Works Committee reviews applications for the installation of commemorative works **in public space owned or controlled by the District.**

CWC review is advisory to the Mayor & Council, whose approval is required for all proposals.



Why?

To consider location, impact, funding, design, maintenance, and consistency with DC values of proposed works.

More information available online

planning.dc.gov/page/commemorative-works-program

Questions? Contact us:

DC Office of Planning
Email: planning@dc.gov
1100 4th Street SW, Suite E650
Washington, DC 20024