



## **DEPARTMENT OF PUBLIC WORKS POLICY FOR INSTALLATION OF ROADSIDE MEMORIAL MARKERS**

In order to increase public awareness of highway safety, the policy of the City of Jacksonville allows the placement of memorial markers within the city rights of way to memorialize people who have died as a result of a vehicle-related crash. The city cannot permit memorial markers on non-city property (e.g., rights of way on state roads).

The cost of the construction, installation, maintenance, and removal of the memorial markers will be borne by the city. Memorial markers will be permitted to remain in place for a minimum of one (1) year.

Such markers are permitted in the city's rights of way pursuant to [Section 804.209, Jacksonville Ordinance Code](#).

### **REQUEST FOR MEMORIAL MARKER:**

Applications for memorial markers within the city's rights of way shall be submitted either by post or e-mail at the address(es) provided on the application. While anyone may request a marker, requests by friends or non-immediate family members must be submitted with written approval by an immediate family member of the deceased. "Immediate family" is defined as spouse; child; parent; grandparent; grandchild; son-in-law, daughter-in-law, mother-in-law or father-in-law; and is inclusive of biological, "step" and adopted relations.

Markers may remain in place for at least one (1) year, unless removal of the marker becomes necessary for construction or maintenance purposes. Memorial markers will not be allowed within the limits of active construction work zones. Requests for placement within an active construction zone will either be held until construction completion or a new location is agreed upon between the city and the requestor. If the marker has been removed for any reason after one (1) year, the marker may be replaced by resubmitting a request application.

There shall be no activities at the memorial marker site that pose a safety hazard to the public or violate any provisions of Chapter 316, Florida Statutes, concerning stopping, standing, parking or obstruction of traffic on public roads.

The memorial marker may not be placed at the exact location requested due to restricted right of way, complaints from adjacent property owners or other constraints. The marker's location will be determined at the discretion of the city.

### **MARKER DESIGN/INSTALLATION (See Attachments A & B):**

The memorial marker shall consist of a fifteen (15) inch diameter aluminum sign panel with white background of engineering grade sign sheeting, and black letters as detailed in Attachments B. The marker shall be placed at the edge of the moving limits.

The post for installing a memorial marker shall be a standard five (5) foot metal delineator post. Format of the marker shall be as shown in Attachment B; placement of deceased's name is optional and shall be determined by the requestor. Supplemental decorations or ornaments will not be permitted.



**DEPARTMENT OF PUBLIC WORKS  
REQUEST FOR ROADSIDE MEMORIAL MARKER**

**OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_ NO.: \_\_\_\_\_

**REQUESTOR INFORMATION [PLEASE TYPE OR PRINT]**

NAME(S): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

RELATIONSHIP TO DECEASED: \_\_\_\_\_

If requestor is not a member of the immediate family:

Do you have approval in writing from an immediate family member to make this request? (*written approval must be submitted with application*)

☐ YES ☐ NO

DECEASED'S NAME: \_\_\_\_\_

DATE OF ACCIDENT: \_\_\_\_\_ Would you like the deceased's name on the memorial marker? ☐ YES ☐ NO

**LOCATION OF MARKER**

*Note: Actual location of marker will be as close to the requested location as conditions will allow.*

STREET ADDRESS: \_\_\_\_\_

AT INTERSECTION (if applicable): \_\_\_\_\_

DISTANCE FROM CLOSEST INTERSECTION (approx.): \_\_\_\_\_

NEAREST LANDMARK: \_\_\_\_\_

**RETURN APPLICATION TO:**

E-mail [PWAdmin@coj.net](mailto:PWAdmin@coj.net) ♦ Fax (904) 255-8905 ♦ Post Mail:

Public Works — attn: Memorial Marker Requests — 214 N. Hogan St., 10<sup>th</sup> Floor — Jacksonville, FL 32202

**OFFICE USE ONLY**

REQUEST APPROVED? \_\_\_\_\_ YES \_\_\_\_\_ NO DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DOES MARKER CURRENTLY EXIST? \_\_\_\_\_ YES \_\_\_\_\_ NO

DISPOSITION: \_\_\_\_\_ STORE AT WAREHOUSE

\_\_\_\_\_ DISPOSE OF AT FAMILY'S REQUEST



DEPARTMENT OF PUBLIC WORKS  
ROADSIDE MEMORIAL MARKER SCHEMATIC – ATTACHMENT “A”  
*NOT DRAWN TO SCALE*

