



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 ♦ Fax (904) 255-8905 ♦ Post Mail:
Public Works — attn: Memorial Marker Requests — 214 N. Hogan St., 10th 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

