

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
REQUEST FOR MONUMENT / MEMORIAL
ON DEPARTMENT OF TRANSPORTATION RIGHT OF WAY

850-045-05
MAINTENANCE
04/16

ORGANIZATION REQUESTING MONUMENT / MEMORIAL

Name of Organization

Address

City

State

Zip

Telephone

E-Mail Address

Organization Representative

Title

Representative Address (if different from above)

City

State Zip

Representative Telephone

E-Mail Address

Date of Request: _____

MONUMENT / MEMORIAL DESCRIPTION AND LOCATION

Monument / Memorial Title

Short Description

Rest Area Mile Post Direction

County

Interstate / Road

NOTE:

The organization must attach the required documentation applicable to the type of request (Preliminary or Official Request). Required documentation is provided on page two.

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All Requests:

- a. Copy of the organization's current tax exempt certification

Preliminary Review Requests:

- a. A brief description of how the monument or memorial honors Florida's military veterans.
- b. A proposed site plan, identifying the selected rest area location and illustrating how the monument or memorial will be placed.
- c. A brief description of the approximate dimensions, including but not limited to, height, weight, land area square footage required, whether any modification or connection to existing buildings is required, and whether any permits will be needed.
- d. Financial statement to demonstrate that the not-for-profit organization has the financial wherewithal to undertake the construction, installation, and maintenance of the monument.
- e. Other matters agreed upon by the parties.

Official Review Requests

- a. A statement of how the monument or memorial will honor Florida's military veterans.
- b. A thorough description of the proposed monument or memorial with plans, diagrams, photographs or other graphic media, as needed. This includes any plans showing required structural supports prepared by the engineer.
- c. A statement of how the monument or memorial will be accessed by the public, and a certification that it will meet **ADA** requirements. The statement will include a thorough description of the location and design of the viewing area, with details on sidewalks, handrails, fences and any other public safety features.
- d. A complete and detailed site plan with a survey or other graphic aids that clearly shows the placement of the monument or memorial within the rest area.
- e. Written confirmation of the qualifying organization's ability to secure an annually renewable bond, an irrevocable letter of credit, or another form of security for the purpose of securing the cost of removal of the monument and any modifications made to the site as part of the placement of the monument. A cost estimate for removal of the monument if deemed necessary shall be included.
- f. A written statement detailing how the qualifying organization will provide utility services if applicable.
- g. A detailed submittal of financial statement to demonstrate that the qualifying organization has the financial resources to construct, install and place the monument or memorial. The financial statement shall also demonstrate the financial resources required to maintain the monument or memorial, including electrical services for lighting if applicable.
- h. A copy of any applicable permit approvals.
- i. Other matters agreed upon by the parties.