



HOUSTON PUBLIC WORKS

Transportation & Drainage Operations

Roadside Memorials

P.O. Box 1562 Houston, TX 77251-1562
Traffic.Hotline@houstontx.gov

Request to Install Roadside Memorials

The following is an application for permission to install a roadside memorial. The purpose of this application is to identify and log all roadside memorials to ensure that they are placed in a safe manner and that they are given the respect they deserve. The program is not part of public safety or mobility and therefore will not be installed or maintained by Houston Public Works (HPW). The responsibility of fabrication, installation, and maintenance of memorials solely rest on the applicants. The request can be made by an immediate family member or by an organization.

A completed application must be submitted to Houston Public Works – Transportation & Drainage Operations (TDO) before the memorial will be approved for installation. For more information please email the Houston Public Works Traffic Hotline at Traffic.Hotline@houstontx.gov.

A. Applicant Obligations

- The applicant agrees at its sole cost and expense to fabricate, install, and maintain the memorial to the City's requirements, subject to the supervision, direction, and control of TDO.
- The applicant shall comply with all city codes, rules, regulations, and other requirements and will obtain all necessary permits as part of the process of installation of the sign.
- The applicant will submit a preliminary design upon receipt of application approval from TDO. The preliminary design shall include color, text, shape and size of the memorial. The Program Manager will provide comments and assist applicant with City's standards and requirements for the design.
- If the memorial must be removed, as a result of a road construction or other reasons, the City shall notify the applicant at least 30 days in advance, to allow time for the applicant to take possession of the memorial. The applicant will be solely responsible for the removal of the memorial. If the memorial is not removed within 30 days of notification, the City will remove the memorial.

B. Conditions

- Memorials shall be installed within the public right of way.
- Memorials installed adjacent to private residences shall require the applicant to obtain permission from the resident in the form of a no-objection letter.
- The memorial must be installed at a location that will not obstruct other traffic control devices.
- When a memorial needs to be replaced or moved due to vandalism, theft, inclement weather, normal wear, or roadway construction, the applicant shall replace or move the memorial within 30-day of notice and shall bear all costs associated with the replacement or relocation.
- The City of Houston will not remove any memorial without first contacting the applicant.

C. Approval Process

The Roadside Memorial Program has a two (2) part approval process:

Part 1: Application Approval

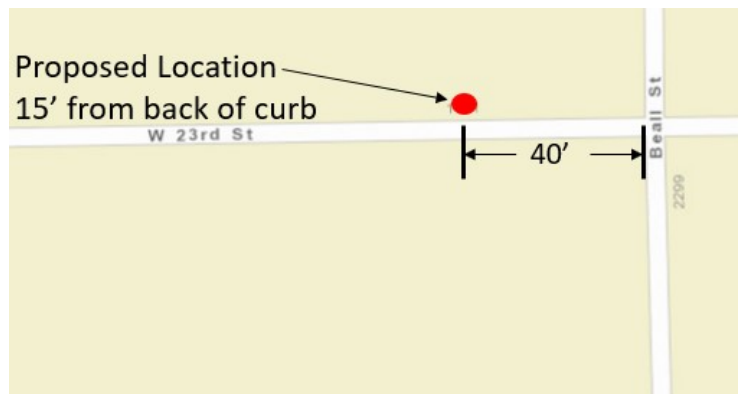
Part 2: Design and Installation Approval

Part 1:

Application approval will be granted once TDO has reviewed:

- Completed application
- A graphic showing the requested location for the memorial. Please include distances from the closest adjacent street and the distance from the back of curb.

Graphic sample:



Note: Please allow fifteen (15) business days for TDO to process the application. Application approval does not constitute design approval.

Part 2:

Design and Installation Approval will be granted once TDO approves the following:

- A preliminary design showing the memorial type, text, color and size.
- Installation method

Note: Once final approval has been granted, the applicant will be issued a written authorization to proceed with fabrication and installation.

- The installation of the memorial must adhere to all City of Houston requirements.
- The applicant shall notify TDO upon completion of the installation. Please allow (3) business days for TDO to complete the final inspection.
- It is the responsibility of the applicant to modify the memorial and related material at the discretion of TDO.

Application

Complete applications are reviewed by TDO to determine the eligibility of the requested memorial. The individual preparing the application shall sign the application and agree to the terms, conditions, and representations contained in the application. The following information shall be submitted with the application before it can be considered for approval.

Name of Applicant _____

Primary contact

Secondary contact

Name: _____

Name: _____

Title: _____

Title: _____

Address: _____

Address: _____

Houston, TX Zip: _____

Houston, TX Zip: _____

Daytime Phone #: _____

Daytime Phone #: _____

If applicable, list the name of your Management District or Tax Increment Reinvestment Zone below.

Include location graphic below or attach a general map of the area and proposed location

I agree to be the contact person for the above request. I understand and agree to adhere to all of the Application Obligations and Conditions listed in this application.

Signature of Applicant: _____

Date: _____

For Office Use Only:

Application Number: _____

Date Received: _____

By: _____

Application Approved: Yes No

Design Approved: Yes No

Letter of Authorization issued: Yes No

Date: _____