

City of Norwich Policy Regarding Monuments on City Property

I. Introduction

The city of Norwich may, from time to time, install or permit permanent monuments on city property to provide commemoration of persons or events of note, for purposes of public art and beautification, or to otherwise convey the city's position on various topics. The city may accept donated monuments, or donations towards the cost of such monuments, but retains, in its sole discretion, to be exercised by the Council of the City of Norwich, the rights to determine whether to permit the installation of any monument on city property. Murals-Permit or process for City of Norwich owned buildings only, requests should be followed as described below for monuments, statues and memorials.

Presently there are situated on city property many monuments, memorials, fountains and statutes which have been added to parks and other city property over the years.

Because of the expanding nature of this collection of monuments, and the limited amount of city property available it is important that the city work carefully with potential donors and for its own uses to find suitable locations and administrative policy regarding new monuments in city parks. Among other things, the city intends to consider local historical relevance and to favor donors with long-standing ties to the community as important considerations. Certain city properties may not be appropriate for the installation of permanent monuments and it may be appropriate to minimize man-made

elements on other city properties. As there may be a limited number of available sites, some proposed projects may not be approved.

II. Policy

The purpose of this section is to establish criteria and guidelines for the consideration and installation of monuments on city-owned property determined by the city to be appropriate as a site for monuments. In doing so, the city recognizes the following considerations:

- i. Monuments can convey a powerful connection between Norwich and its history, and in some instances its future.
- ii. It is important that the placement of monuments be limited to circumstances of high community-wide importance, both to maintain the significance of such monuments and to minimize conflicts with the active and variable uses of public spaces.

This policy is intended to apply to requests to donate monuments or funds to the city of Norwich for monuments or memorials to be placed on city property. Any person or organization may submit a request to place a monument or memorial on city-owned property where such use is not restricted and where the placement of such a monument or memorial will not interfere with the general intended use of the property. Such a request is made by application to be filed with the Director of Public Works for submission to the Public Works Committee which will review the application.

Any proposed monument or memorial should be intended to recognize and memorialize a person, not living at the time of the application, or an event or place that is significant to Norwich. As an exception to this policy, a monument

may be erected at a recreational facility recognizing a living individual who has made a significant contribution of time, effort, or funding in support of the sport or the facility.

In considering applications, monuments of local historic relevance, whether to Norwich, New London County or the State of Connecticut, will receive preference as will donors with long standing ties to Norwich. The ability to fund the monument to include maintenance of the same will also be a significant consideration.

Monuments and memorials subject to this policy are expected to be permanent, but under city control, with ownership to be conveyed to it. Norwich may, at any time and at its sole discretion, move, remove, modify, sell, or dispose of any monument or memorial.

Following receipt of an application and supporting materials all proposed donations will be evaluated on a number of factors including, the appropriateness of the donated item to the proposed site; the compatibility of the monument to the landscaping and other uses in its immediate area, as well as its impact on the entire area within which it is located and the uses of the same in particular whether its proposed location will restrict or inhibit other uses in the area; its aesthetic merit; and any appropriate safety and maintenance issues.

When proposing a monument, an applicant should submit preliminary plans that provide sufficient detail for evaluation including evidence of funding or plans to obtain funding.

It will be the applicant's responsibility to assure that the following guidelines are met in connection with the application:

i. Site specifics:

Monuments must demonstrate compatibility with the site. Monuments to be placed on city property should relate to the site in which they are to be placed through the use of complimentary designs and compatible finishing and materials whenever possible and appropriate. An applicant must state the relevance of a monument to the specific site where the monument is to be placed.

ii. Community value:

A proposed monument is expected to be of historic or cultural significance to Norwich or the surrounding area. In this it is expected to recognize an individual or event that has made a significant contribution or impact to Norwich, New London County, or the State of Connecticut, or as uniquely significant to the location where the monument is to be placed.

iii. Impact

In recognition that there is value in keeping city-owned property open for general use, monuments that interfere with or prohibit existing functions on such property may be disapproved.

iv. Aesthetics:

Since proposed monuments are expected to be permanent, aesthetic merit will be a significant determinant in the acceptance of the same.

Proposed monuments must show a high level of quality and be designed to fit into the environment where located. Works of inferior workmanship or which clash with the location will not be approved.

v. Maintenance:

The city has the responsibility of preserving and maintaining city property. It cannot accept monuments which present an unreasonable maintenance burden. New monuments should not be accepted unless the donor or sponsor can provide a means of perpetual care. Certain donated items such as benches may require no additional maintenance or limited maintenance and may be excepted from the maintenance requirement. Where applicable, perpetual care may be demonstrated by a maintenance endowment from which sufficient interest is derived to generate funds to contract for annual routine maintenance; or the donor may enter into a long term legal contract with the city stipulating that the donor is responsible for the routine care and repair of the monument.

vi. Safety:

Monuments should be safe to passersby, curious spectators (especially children), and the environment as a whole. Sharp projecting elements, loose parts and other public hazards will result in disapproval.

III. Application

Interested donors should provide the Director of Public Works with a letter of intent, and a completed City of Norwich Information Form providing preliminary designs with appropriate detail for evaluation purposes including

the anticipated size, scope, and materials. The letter of intent and Information Form for a proposed monument should clearly identify the relevancy of the monument to any proposed site. Once a proposal is reviewed by staff it shall be presented to the Public Works Committee for review and comment.

After such review, staff will, if necessary, work with the sponsor(s) to refine or otherwise amend submissions for the proposed monument. While donor groups are welcome to raise funds and fabricate artwork prior to approval, no guarantees can be made regarding placement of monuments on city property until all necessary approvals have been secured. Upon the recommendation of the Public Works Committee the proposed monument project will be presented for consideration and action to the City Council following a public hearing.

The approval of the Council of the City of Norwich is required before any monument may be placed on city property.

**CITY OF NORWICH, CONNECTICUT
INFORMATION FORM TO BE COMPLETED REGARDING A PROPOSAL TO DONATE A
MONUMENT / MEMORIAL TO BE PLACED ON CITY PROPERTY**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone-Home _____ Work/Cell _____

Email: _____

1. Types of Donation

___ Monument

___ Bench

___ Plaque

___ Other (Please specify below)

___ Art Work

2. Description of Donated Art/Monument: A written description of the background/historical information associated with any proposed donation including but not limited to, the historical and/or present relationship of the event(s) or person(s) to be memorialized and the city of Norwich; a description of the individual, group or organization sponsoring the donation and its relationship to Norwich; and information about the fabrication of the item(s) and materials used. Additional information may be attached. (Models and/or pictures are to be attached or submitted with the proposal.) Murals-Permit or process for City of Norwich owned buildings only, requests should be followed as described below for monuments, statues and memorials

If a plaque or other inscribed marker is proposed in this project, please complete the following:

Plaque Exact Wording:

Size of Plaque: _____

Plaque Material: _____

3. Name and address of party fabricating the item to be donated:

4. Proposed location for Donation: (Please prioritize.)

Priority 1

Site: _____

Specific Location: _____
(Please attach a map.)

Site Geographic Justification: _____

Priority 2

Site: _____

Specific Location: _____
(Please attach a map.)

Site Geographic Justification: _____

Priority 3

Site: _____

Specific Location: _____
(Please attach a map.)

Site Geographic Justification: _____

5. **Project Budget**

Site Preparation Required:

Cost:

Narrative: _____

Foundation or Footing

Cost:

Narrative: _____

Donated Art/Monument/Memorial:

Cost:

Electricity Required

Cost:

Be specific: _____

Lighting Required

Cost:

Be specific: _____

Maintenance/Endowment:

Cost:

Note: A maintenance plan must be attached, including an estimate of annual maintenance costs and the donor's plans for funding the same.

Other:

Cost:

Be specific: _____

Total Project Cost: _____

6. **Cost Exclusion:** Please list any cost or part of the project that will not be provided by the donor.

7. **Additional Assistance/Employment Required:** Please list any additional party(s) hired or employed to assist with work.

8. **Funding of the Donation.** Please provided detailed information as to the funds now available for this donation and/or the anticipated time necessary to raise the funds and the anticipated fund raising activities.

9. **Time Constraints or Restrictions.** Please advise if the donation or fundraising is subject to any time constraints or restrictions.

- Please note that all applications must be dropped off or mailed to the Department of Public Works, 50 Clinton Avenue, Norwich, CT 06360
- A public hearing must be held before final approval by the Norwich City Council