



TEMPORARY ROADSIDE MEMORIAL APPLICATION

1. APPLICANT INFORMATION

Applicant Name: _____ Relationship to Victim: _____
If not family, then attach family consent.

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Email: _____

2. CRASH INFORMATION

Location of Crash: _____ Date of Crash: _____

Report No. _____ (Attach copy of crash report)

3. VICTIM INFORMATION

Victim's Name: _____ Victim's Name: _____

Victim's Name: _____

4. CERTIFICATION/ SUBMITTAL REQUIREMENTS

I have read and understand the information given on page 2 of this form and certify that the answers I have provided are correct to the best of my knowledge. I have also submitted a description of the memorial, including dimensions, method of placement and a photograph of the proposed memorial.

Applicant's Signature: _____ *Date:* _____

Mail application to: City of Buckeye Public Works, 23454 W MC 85, Buckeye, AZ 85326

DO NOT WRITE BELOW THIS LINE – FOR DEPARTMENT USE ONLY

Application Number: _____ Date Received: _____

Date Approved: _____ Date Denied: _____ By: _____

Location of Marker: _____

Remarks (If denied, state reason): _____

Date Sign Installed: _____ Date Sign Removed: _____

MEMORIAL SIGN PROGRAM – TEMPORARY

A roadside memorial shall be permitted within the City's right of way in accordance with the following provisions:

- A) An application for the erection and placement of a roadside memorial shall be made through the City of Buckeye Public Works Department. The applicant will be issued a no-cost Class 1 Encroachment Permit for the purpose of the roadside memorial. The following procedures and guidelines shall govern the placement, size and type of memorial:
1. Memorials shall be limited to traffic related fatalities occurring on City roadways in the vicinity of the actual accident.
 2. Requests shall be made to the Public Works Department by the victim's family (or with the victim's family's consent). No other requests will be considered.
 3. The request shall include the intended design and desired location of the memorial.
 4. Only one memorial will be allowed.
 5. The final placement of the memorial shall be determined by the Public Works Department and such that it would not create a traffic hazard. The following guidelines for placement shall be considered:
 - a) Locations shall be as close to the edge of the right of way line as possible, preferably near a utility pole or at such location as public works equipment would not be affected.
 - b) Memorials shall not be placed in medians or other landscaped areas maintained by homeowners associations (unless the homeowners association should agree in writing to the location within their landscape tract)
 - c) Memorials shall not be placed within the right of way directly in front of a developed property, unless written permission is obtained by the family from the adjacent property owner.
 6. Memorials are not limited in design but shall not create a visual distraction for motorists. The following guidelines shall govern the fabrication and types of material; however, the Public Works Director, in his/her professional judgement, shall have discretion with respect to final size, placement and design:
 - a) The size of the memorial shall be no greater than 30 inches high and no wider than 48 inches. The memorial may be embedded into the soil no more than 12 inches deep; however, no permanent foundation materials such as concrete or metal footings are permitted.
 - b) The memorial can be made of durable materials such as plastic, wood or metal and be of such mass that normal weather conditions will not cause it to move from its approved location.
 - c) A plaque may be placed with the memorial that is firmly placed which may contain the victim's name, date of birth and date of death. No other words shall be considered. Photographs are not allowed. Visitation is not allowed. Memorials are not for the purpose of stopping, standing or parking as this would create a roadside hazard. The intent of allowing for the memorial is to remind the traveling public of the dangers of unsafe driving.
- B) Memorials may be placed for a maximum of 180 days. During which time the permittee is responsible for maintaining the memorial and ensuring that it remains in good repair.
1. At any time during the period, the City notices any disrepair, the permittee will be contacted to either make repairs or remove the memorial.
 2. If the memorial does create a roadside hazard due to non-compliance with any of the above procedures, or for any other unforeseen condition, it will be photographed and removed immediately and the permittee will be notified.
 3. Removed materials will be stored at the Public Works yard and the permittee will be contacted so that they can retrieve their property.
 4. The Public Works Department shall only be obligated to store the property for 60 days after notification of the permittee. After which time, the property shall be appropriately discarded.