



ROADSIDE MEMORIAL APPLICATION

- TEMPORARY MEMORIAL
- PERMANENT MEMORIAL

1. APPLICANT INFORMATION

Applicant Name: _____

Relationship to Victim: _____

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 (Only list the victims that are to appear on commemorative plaque)

Victim's Name: _____

Victim's Name: _____

Victim's Name: _____

4. CERTIFICATION (For Permanent Application Only)

I have read and understand the information given on the back of this form and certify that the answers I have provided are correct to the best of my knowledge. I also certify that I have contacted the other immediate family members of the deceased victim and, to the best of my knowledge, no relative of the deceased victim will object to the placement of the memorial. I understand that, if approved, I will be billed _____ for the Memorial Sign containing the name of a victim listed in #3 above. (PLEASE DO NOT SEND ANY MONEY UNTIL SPECIFICALLY REQUESTED.)

Applicant's Signature: _____ Date: _____

Mail application to: Village of Romeoville, 1050 West Romeo Road, Romeoville, IL 60446

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 Billed: _____

Date Payment Received: _____

Date Sign Installed: _____

Date Sign Removed: _____

MEMORIAL SIGN PROGRAM – PERMANENT

- a) This application is to be used only for fatal crashes which occurred with the limits of the Village of Romeoville.
- b) The applicant must be an immediate relative of the victim(s) listed in #3 including spouse, child, stepchild, parent, stepparent, sibling, or a person with whom the deceased was in a civil union or domestic partnership as recognized by a State or local law or ordinance.
- c) The request will be denied if any immediate relative of any decedent involved in the crash objects in writing to the placement of the Memorial Marker.
- d) A Memorial Marker will not be installed for a deceased driver involved in a fatal crash who is shown to recklessly violate a State or local law.
- e) A Memorial Marker consists of a Memorial Sign and any Commemorative Plaque. The Memorial Sign is 36-inches wide by 24-inches tall with the words “IN MEMORY OF (Name)” and the date of the crash. A separate Commemorative Plaque will be used for each victim. The lettering on the sign is white on a blue background.
- f) A one-time fee of \$100 for each Memorial Sign will be charged to offset the cost of this program. The fees will be billed at the time the application is approved by the Department and are not to be submitted until specifically requested. Once the fee is paid for a Memorial Sign or and they are installed, they will be maintained for a 2-year period without any additional cost, at which time they will be removed and the plaque(s) given to the applicant(s).
- g) The Department has the right to install a Memorial Marker at a location other than the location of the crash or to relocate a marker due to restricted room, property owner complaints, interference with essential traffic control devices, safety concerns, or other restrictions.
- h) A Memorial Marker may memorialize more than one victim who died as a result of the same crash. If one or more additional, unrelated deaths subsequently occur in close proximity to an existing Memorial Marker, the Department reserves the right to use the same marker to memorialize the subsequent death or deaths, by adding the names of the additional persons on additional Commemorative Plaques.
- i) The applicant agrees not to place or encourage the placement of flowers, pictures, or other items at the crash site or modify the Memorial Marker or Commemorative Plaque(s) in any way.

MEMORIAL SIGN PROGRAM – TEMPORARY

- a) *Issuance; Duration:* Permits for memorials shall have a duration of sixty days (60) from the date the permit is issued. Applicants may not request an extension. Memorials in place past the sixty (60) days permitted shall be removed and disposed of by the Village of Romeoville Code Enforcement Department.
- b) *Size and Construction Requirements:* Memorials shall be constructed of materials able to withstand wind pressures and exposure to outside elements. Memorials shall be no larger than 36 inches in height and in width. Memorials shall be of a color that is reflective and clearly visible at night and during periods of inclement weather.
- c) *Unsafe and Unlawful Memorials:* If the Code Inspector shall find that any memorial erected is unsafe, insecure, or a menace to the public or has been constructed or erected or is being maintained in violation with the provisions of this Ordinance, the building inspector shall give written notice to the permittee of the violation. If the permittee fails to bring the memorial into compliance with five days of notification, the memorial may be removed from the location.
- d) *Location Limitations:* Memorials shall not be located in, encroach upon, or be located in such a manner as to constitute a hazard to the health or safety of persons on any public right of way. At intersections, memorials shall not obstruct the view of traffic entering the intersection.