

APPLICATION TO INSTALL A CIVIC MEMORIAL, OR PLAQUE

1. Applicant Details

Name of Applicant/Group: _____

Contact Name: _____

Contact Address: _____

Contact Number: _____

Contact Email: _____

2. Memorial Details

Brief details of proposed Memorial:

(All details of required criteria must be submitted with this application).

3. Proposed location of memorial

4. Evidence of the following must be submitted with the application:

- Technical information - proposed text on memorial, drawings and/or photographs, details of dimensions, design, details of fixing etc. Original artwork shall not be submitted during the application process. Once submitted, the application and all supporting documents become the property of Sumter County and will not be returned to the applicant.
- Demonstrate that the subject for the memorial meets the requirements for memorials..
- Written consent from members of the family/estate/group connected with the individual/subject to be memorialized.
- Evidence that the text for the memorial is factually correct include relevant supporting material such as publications, texts and photographs, as appropriate.
- Details of how the memorial will be maintained and cared for. The Sumter County Board of Commissioners will not be responsible for future maintenance and upkeep of approved memorials
- Details of how the memorial is to be funded

5. Approval Process:

- Only complete and valid proposals will be considered by the Sumter County Board Commissioners
- Proposals must comply with the Sumter County, Georgia Civic Memorial Policy
- To assist in evaluating proposals, the Sumter County Board of Commissioners may seek expert advice and/or engage in a public consultation process.

6. Submission of Applications to the Sumter County Board of Commissioners

- Application forms are available from Sumter County Board of Commissioners office. Proposals for memorials (including all required documentation) should be submitted in writing to the Sumter County Clerk .

By submitting this application, the applicant acknowledges that if approved, it shall indemnify and hold harmless the Sumter County Board of Commissioners from any risk of loss or damage that results in damage or loss of said portrait.

Signature of Applicant

Date