



CUYAHOGA COUNTY MONUMENT COMMISSION APPLICATION FORM

The Cuyahoga County Monument Commission was established to promote a diverse and representative cultural environment through appropriate memorialization on County property of significant persons, communities, and historic events. The Monument Commission reviews all proposals for new monuments and existing monuments to be restored, renovated, altered, or repaired. The Commission will receive and consider submissions on a rolling basis. A Letter of Interest is required to be submitted prior to use of this application. Only electronic applications will be accepted. Additional information regarding procedures and determination criteria can be found on the Cuyahoga County Monument Commission webpage. All information contained in this document is a public record.

APPLICANT OR SPONSOR INFORMATION

Name:

Firm (if applicable):

Address:

City, State, Zip Code:

Phone Number:

Email Address:

ARTIST OR DESIGNER INFORMATION, if applicable

Name:

Firm (if applicable):

Address:

City, State, Zip Code:

Phone Number:

Email Address:

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DATE RECEIVED:

DATE COMPLETE:

APPLICATION NUMBER:

MONUMENT OVERVIEW

Title of Work:

Monument Type:

Statuary	☐	Garden	☐	Park	☐
Sculpture	☐	Mural	☐	Other	☐
Fountain	☐	Nameplate	☐		

Statement of Concept: Please describe the proposed monument including the approach to the work and the design of the monument. (400 word maximum)

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Proposed Location of Monument: Please describe the proposed location including the relevance of the monument to the particular site, the accessibility of the site, and the safety of the site for visitors. (400 word maximum)

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Statement of Relevance: Please describe the inspiration for, historical context of, and future relevance of this monument to Cuyahoga County residents. Please also describe the type of public outreach that was completed in developing the concept and design of the proposed monument and what input was received from individuals and groups engaged in that process. (400 word maximum)

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SUSTAINABILITY AND MAINTENANCE SUMMARY

Proposed Materials: Please summarize the materials, installation techniques, sustainability, and durability of the proposed monument. (200 word maximum)

Necessary Maintenance: Please summarize the annual and long-term maintenance of the proposed monument including projected annual costs and associated funding sources. (200 word maximum)

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ARTIST OR DESIGNER INFORMATION

Qualifications: Please provide a brief biography of the artist, artists, or designer; examples of previous work including any commissioned or publicly installed monuments; and relationship to the proposed monument. A resume, website, or other form of credentials can substitute this answer. (400 word maximum)

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ADDITIONAL MATERIALS

The following list describes materials required to be considered a complete application.

- ☐ **Public Works Letter of Support:** A letter of support from the Cuyahoga County Department of Public Works confirming their assessment of the installation and safety of the Monument within its proposed site.
- ☐ **Public Outreach Activities:** A summary of public outreach activities and specific input given by individuals and groups describing the monument's proposed location, overall concept and design. Include letters of individual, funding and community support for the new monument.
- ☐ **Site Plan:** A drawing of the proposed site of the monument including other nearby features and surrounding land uses.
- ☐ **Site Images:** Three (3) images of the existing site from various angles identifying the proposed location of the monument as well as nearby features and surrounding land uses.
- ☐ **Renderings, Drawings, or Designs:** Renderings of the proposed monument showcasing its location on the site and detailing its proposed design.
- ☐ **Professional Specifications:** Specifications of the monument's materials and installation techniques, a conservation peer review (to be paid for by the applicant and conducted by a certified professional approved by the Monument Commission), and the artist's or fabricator's recommendations for annual and long-term maintenance submitted in a complete maintenance plan template.
- ☐ **Ownership Disposition** (if applicable): A statement certifying that the monument is a permanent donation to Cuyahoga County.
- ☐ **Loan Memorandum of Understanding** (if applicable): A Memorandum of Understanding outlining terms of the monument to be loaned.
- ☐ **Sources and Uses of Funds:** A budget that details funding and expenses for the monument including, but not limited to, artist commission, fabricators, site assessment/preparation and installation, insurance, legal fees, and other funds needed to successfully design, create/ manufacture, and maintain the monument.

SUBMISSION INSTRUCTIONS

For additional information regarding criteria, procedures, and rules of the Cuyahoga County Monument Commission, visit our website at <http://bc.cuyahogacounty.us/en-US/Monument-Commission.aspx>.

All applications shall be transmitted electronically via email to monuments@cuyahogacounty.us.

All additional materials can be uploaded to an online dropbox or submitted as paper copies. For dropbox submissions, include the link in the submittal email and provide it here:

Dropbox Link:

For assistance in uploading materials, please contact monuments@cuyahogacounty.us. You will receive a confirmation email within one week of submittal.

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