


Town of Bloomfield
Public Works Department
Policy Memorandum

Title: Roadside Memorial Request Policy	No: 2015.34.23.02
Date Issued: 12/31/2015	Prepared By: Chavon Hamilton
Review/Update Frequency: Annual	Review/Update Responsibility: Ivette Varela
Date Amended: September 21, 2021	Departments Affected by Procedure/Policy Public Works
Forms or Attachments: Roadside Memorial Request Form	Approved By: Director of Public Works 

I. Purpose

The purpose of this policy is to provide a place for friends and family of persons involved in a fatal traffic accident to memorialize their loved ones by placing memorials in the Town right of way in a safe and respectful manner.

II. Policy/Procedure

Physical Requirements:

1. A roadside memorial would not be more than 24-inches in height (measured from the ground surface), 24-inches in width (measured along the roadway), 6-inches in depth (measured perpendicular to the road way).
2. To ensure public safety, unattended candles, glass or sharp objects, or any other features determined by the Public Works Director to be unsafe for the public are not allowed to be included in roadside memorials. These items will be immediately removed by the town.
3. Music or loud noise will not be allowed.
4. The memorial would be located as close as possible to the site of death, but it may vary depending on the site and safety conditions. This decision is at the discretion of the town.
5. If a roadside memorial encroaches on private property, permission will need to be obtained from the property owner.

Regulations:

The placement of a roadside memorial would be allowed along a public sidewalk, roadway or right-of-way owned and maintained by the town anytime within 5 days after a death due to a tragic event as long as:

1. The roadside memorial complies with all State of Connecticut and Town of Bloomfield laws, rules, and regulations that govern all roadways and rights-of-way.
2. The roadside memorial does not cause unsafe conditions for passing motorists, pedestrians, or for people maintaining or visiting the roadside memorial, as determined by the town.
3. Memorials will not be permitted in a construction or maintenance work zone until such time the work is completed (the town will reserve the right to temporarily remove or relocate a memorial at any time for street and/or right-of-way maintenance or construction operations or activities such as paving, snow removal and roadside mowing).

Registration Process:

Roadside Memorials are required to be registered with the town. **There is no charge for the registration.** The following are registration guidelines concerning a roadside memorial:

1. Only an immediate family member, or another person who submits with written consent from an immediate family member, could apply to register a roadside memorial.
2. The registrant should complete and return a "Roadside Memorial" request form to the Public Works Department within 5 days of the incident resulting in loss of life. The registration will include a copy of the incident report from the Bloomfield Police Department. If no registration is received with the 5 day period, the memorial will be removed by the town.
3. Roadside memorials will remain in place for up to 14 days from the date of the installation, at which time the registration will expire.
4. The registrant or the family of the victim shall remove the memorial 14 days after installation
5. The registrant shall be responsible for the fabrication of the memorial and it must conform to all town requirements.
6. Request for extensions of time may be submitted to the Town of Bloomfield Department of Public Works. Upon receipt, the request will be reviewed by the Town Manager and/or the Town Council.

III. Responsibility

The Public Works Department will manage all Roadside Memorial requests as well as requests for extension. In addition Public Works staff in collaboration with the Police Department will monitor the site to ensure all physical and safety guidelines are being adhered to.

IV. Definitions

Roadside memorial: A roadside memorial is the placement of materials as a tribute that commemorates a person who died in a tragic event on a Town sidewalk, roadway or right-of-way. Deaths of animals or pets would not be eligible.

V. Forms

Roadside Memorial Request Form

VI. References