

# COMMEMORATIVE WORKS **Review Process**

What is the commemorative works review process?

**A process to review permanent monuments and memorials on District-controlled property.**



Why are commemorative works required to go through this review?

**To make sure commemorative works are consistent with District of Columbia values.**



What is required to go through the commemorative works review process?

**Anything on District property intended to create a permanent memory of a person, place, or event.**



## Relevant Documents

### Commemorative Works Amendment Act of 2000

Legislation defining the process and criteria for reviewing commemorative work applications.

### DC Comprehensive Plan

A comprehensive policy document that provides overall guidance for future planning and development of the District of Columbia.

### DC Municipal Regulation Title 11: Zoning

Regulations defining the land use and development of private property in the District of Columbia.

### DC Municipal Regulation Title 24: Public Space and Safety

Regulations defining the use and development of public space in the District of Columbia.

### Questions? Contact us:

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**Sponsors of commemorative work applications are responsible for completing their own reviews. Office of Planning staff can help.**



#### Pre-Application Coordination

Meet with the Office of Planning (OP) and complete a commemorative works application (posted on OP's website)

4 TO 6 WEEKS



#### Submit Application and Complete Initial Concept Review

Submit application to Commemorative Works Committee (CWC) for Concept Review.

4 WEEKS



#### Complete Required Reviews

Meet with other necessary review bodies. Depending on the location, approval and additional reviews may include impacted District agencies, utility companies, impacted Advisory Neighborhood Commissions, Public Space Committee, Historic Preservation Review Board, National Capital Planning Commission, Commission of Fine Arts, and the National Capital Memorial Advisory Commission.

4 TO 8 WEEKS



#### Commemorative Works Committee Final Review

Meet with the CWC for a final review of the application before it makes a recommendation to the Mayor and District Council.

4 TO 8 WEEKS

**Estimated Time for Completing Review is 4-7 Months**

## Next Steps for Final Approval and Permitting

### Mayor/District Council Action

Work with the Mayor or District Councilmember to submit legislation for consideration and final action.



8 TO 12 WEEKS

### Initiate Permitting Process

Apply for and receive all necessary building and public space permits through DCRA and DDOT.



4 TO 8 WEEKS

**Timeline to be worked out with District Council and Permitting Agencies**

More information on the Commemorative Works Program is available online:  
[planning.dc.gov/page/commemorative-works-program](https://planning.dc.gov/page/commemorative-works-program)