

**CITY OF NEWPORT NEWS
APPLICATION TO THE COMMEMORATION ADVISORY COMMISSION**

I. GENERAL INFORMATION

Name of public property, building, roadway, geologic feature, or City facility to be commemorated:

Sponsoring group or individual: _____

Address: _____

City, State, and Zip Code: _____

Contact Person: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

II. LOCATION OF THE PROPOSED LANDMARK/FACILITY

Address: _____

III. HISTORY AND SIGNIFICANCE

Provide a justification for naming a facility. This should include biographical information about the person whose name is requested, a description of the person's involvement in the community, and the person's connection, if any, to the facility to be named. If this request is to change the name of a facility currently named for another person, biographical information about the person for whom the city facility is currently named must be provided as well. (Attach pages as needed)

III. (continued)

IV. SITE PLAN

1. Include plan (sketch) of location of any proposed marker(s). Indicate location of buildings, roads, and existing features.
2. Attach photographs of proposed site(s).
3. The City will provide the cost estimate for the replacement, or creation, of new signage and/or appropriate markers

SUBMIT TO:

Commemoration Advisory Commission
City of Newport News
Department of Planning
2400 Washington Avenue
Newport News, VA 23607
757-926-8761 (office) / 757-926-3639 (fax)

No request to name or rename a City facility that has been rejected within the preceding five years will be considered by the Commission.

No request to rename a City facility that was named within the preceding five years will be considered by the Commission.

Properties controlled by the Newport News School Board are excluded from the purview of the Commission.

An application fee of 50 dollars is required.