



CITY OF PORTSMOUTH
DEPARTMENT OF PUBLIC WORKS (DPW)
MEMORIAL BRIDGE LIGHTING POLICY

Effective Date: September 18, 2017

The City of Portsmouth lighting policy promotes events that celebrate the City, its civic institutions, City-recognized holidays, public events, and festivals.

The purpose in establishing a lighting policy for the Memorial Bridge is to provide a process that allows charities and nonprofit organizations to request the bridge be illuminated on a specific day and in a specific color.

1.0 Lighting Request Guidelines:

- 1.1 Requests from charities and nonprofit organizations may be submitted with proof of a 501(c)(3) identification certificate to validate nonprofit status. Requests from commercial entities seeking to promote a product or service will not be approved. Lighting to celebrate birthdays, personal anniversaries, or events that are private in nature are also excluded. The City retains the right to refuse any request.
- 1.2 The Department of Public Works administers the program.
- 1.3 A request must be submitted sixty (60) days in advance. Requests are considered on a first come / first serve basis and cannot conflict with the Annual Bridge Lighting Plan as detailed in **Section 4.0**.
- 1.4 Duration/Start Date: Lighting events are limited to a specific date. The Memorial Bridge will be illuminated 30 minutes after sunset and remain until 30 minutes before sunrise. *(this is a general guideline and times may change depending on season)*
- 1.5 Color Selection: Primary colors display best. Pastel colors do not display as well because of the gray structure. A rainbow scheme is also available.

2.0 Lighting Request Process:

- 2.1 The applicant shall apply online through the City's permitting center at: <https://portsmouthnh.viewpointcloud.com>.

2.2 At time of request, the applicant shall provide the following information and documentation:

- Organization information:
 - Name
 - Primary contact person
 - Address
 - Phone number
 - Email
- 501(c)(3) identification certificate to validate nonprofit status
- Event information:
 - Date requested
 - Event being commemorated
 - Display color requested
 - Event flyer

3.0 Lighting Request Approval:

3.1 The Director of Public Works reviews, denies and approves all requests. Organizations applying for a lighting request will be notified by email via the City's permitting software.

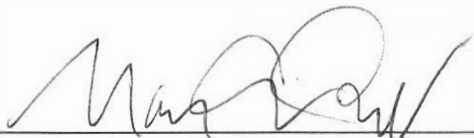
4.0 Annual Bridge Lighting Plan:

4.1 The following dates are permanently reserved by the City.

Portsmouth PRIDE Day
Lincoln's Birthday
Valentine's Day
Washington's Birthday
St Patrick's Day
Earth Day
Memorial Day
Flag Day (2 days)
Independence Day (3 days)
Halloween
Veterans Day
Hanukkah (9 days)
Christmas (9 days)
New Year's Midnight Show

For questions, please contact: **Department of Public Works** Office Phone: (603) 427-1530

Approved: 9/20/17



Nancy Colbert Puff, Acting City Manager