

Addendum No 1. Sample Permission Request Letter addressed to the Municipal Administration

Each municipal administration has its own procedure for dealing with issues relating to the commemoration of persons by laying a Stumbling Stone.

To the Director of Administration
of (Name) Municipality
Committee for Placing Memorial Signs
(insert the name of the appropriate municipal committee)

LETTER OF REQUEST FOR PERMISSION TO LAY A STUMBLING STONE

(date)
(city)

I am writing to the Director of Administration of (name) municipality to request permission to commemorate (names and family names of the persons), who lived in Lithuania before World War II and who fell victim to the Holocaust, by dedicating to them and laying (number) Stumbling Stones, which would be inserted into the footway in the city/town/village of (name).

The importance of commemoration

The Stumbling Stones or Stolpersteine comprise the largest open-air memorial museum in the world, currently comprising 60,000 objects in over twenty countries. They are memorial plaques dedicated to the memory of victims of National Socialism and laid in footways or street pavements. The Stumbling Stones symbolically bring back persons who perished in concentration camps, were killed at places of massacre, or tortured to death in prisons or who otherwise suffered in the Holocaust, to areas of cities and towns where they lived, studied or worked. In this way they remind the living that those who were murdered en masse were not abstracts numbers but real people. They also tell the actual stories of these people, enabling us to remember the histories of our cities and towns through their one-time residents.

In Lithuania, the first Stumbling Stones were laid in 2016 to commemorate Jewish and Roma people who fell victim to the Holocaust in four Lithuanian cities - Vilnius, Kaunas, Šiauliai and Panevėžys.

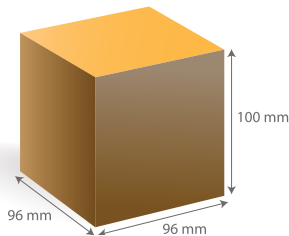
Costs

The initiator of the commemoration will be responsible for covering the costs of making the Stumbling Stones and having them delivered to Lithuania.

I would like to kindly request the Municipality to provide assistance in laying the Stumbling Stones by nominating persons who might help in securing all the necessary materials, preparing the ground and installing the Stumbling Stones. [If you do not require such help, please state who will cover the costs of organising the actual installation.]

Description of the Stumbling Stone

The Stumbling Stone is 96 mm x 96 mm with a depth of 100mm, as indicated in the diagram below. The Stumbling Stones are usually laid in footways directly in front of the entrance to the building where a person lived, studied or worked. A Stumbling Stone is a cube - its top part is a brass plaque, while the lower part, which is inserted into the ground, is made of concrete.



The process of laying a Stumbling Stone

A pavement slab must be removed to prepare space for the installation of a Stumbling Stone. A Stumbling Stone is usually installed in the centre of a pavement tile, laying slabs the colour of the footway or pieces of the tile around it, using concrete and water for fixing.

Addenda:

Addendum No.: Descriptions of persons recommended for commemoration in the Stumbling Stones and archival documents - (number) pages.

Addendum No.: Inscriptions on the Stumbling Stones (the same as provided to the Stolpersteine Foundation in Lithuanian) - (number) pages.

Addendum No.: Letters of Recommendation (please list, if there are such letters)

Letter of Request for Permission to Lay a Stumbling Stone and Addenda - (number) pages in total.

(First name, Family name) (signature)

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(Name of the represented institution, if required)