

Honorary Street Program **Application Form**

1. Policy:

- Criteria required for an honorary street name designation:
 - Honorary street name designations should be limited to individuals, organizations, entities, and events that either had a significant lineage to the City or had a significant cultural, historical, or humanitarian impact on the City.
 - The requested location for the honorary street designation must have a geographical relationship to the honoree i.e. honoree lived or worked at the location requested for recognition.
- Individuals or groups wishing to propose honorary street name designation will complete the application form and submit it to the Public Works Department for review. Individual letters of support are encouraged and should be attached to the application.
- If the application is complete, Public Works will forward the application to Council for review.
- If there is sufficient support within Council (five members) for the request, the request will be forwarded to the City Manager to schedule for a Study Session.
- The Public Works Department will prepare a Report to Council for the Study Session honorary street request.
- If the Study Session poll indicates a simple majority support for the honorary street request, Public Works will prepare a Council Bill for the designation.
- Upon final Council approval, the Public Works Department will implement the honorary street name designation.
- The honorary street name designation will be for 10 years and will not be eligible for renewal.
- Honorary designations shall be limited to one block in length. In addition to the signs required at the designation location, up to four commemorative signs shall be provided for each designation.
- The Public Works Department will no longer provide staff to assist in planning, public notification, or use of City equipment for dedication ceremonies for honorary streets. Public Works staff will continue to install the signs at the honorary street designation locations. Honorary street designation ceremonies can be planned by the requestor by obtaining a Special Event Permit from the Champaign Police Department. The requestor is also responsible for scheduling the dedication ceremony with the Mayor, City Council Members, and City staff they would like to attend.
- There shall be only one honorary designation per location.
- Honorary designations shall be limited to four per year.

2. Required Submittals:

- This application form must be completed in its entirety and submitted to:

City of Champaign
Public Works Department
Attn: Public Works Director
702 Edgebrook Drive
Champaign, IL 61820
Or via e-mail at: publicworks@ci.champaign.il.us

3. Applicant Information:

Applicant's Name: _____

Organization/Company: _____

Street Address: _____

Telephone Number: _____

E-mail Address: _____

4. Honorary Street Name Request:

Name of Honoree: _____

Location: _____

Intersecting streets at each end of the one-block length:

5. Criteria:

Please provide a detailed explanation of the criteria that applies to the honoree.

- Cultural Impact on the City:

- Historical Impact on the City:

- Humanitarian Impact on the City:

- Significant Lineage to the City:

6. Geographic Location:

Please provide a detailed explanation of the relationship between the requested honorary street location and the honoree's impact on the City.

7. Signature of Applicant:

Signature

Date