



## *City of Elkhart*

### **HONORARY STREET NAME DESIGNATION PROGRAM POLICY**

#### **WHO MAY APPLY**

Any individual 18 years of age or older may apply for an Honorary street sign. A group, association or organization must apply through an individual applicant.

#### **GUIDELINES**

The Honorary Street Name Sign Program allows citizens the opportunity to honor a person, entity, event, that has made significant cultural, historical, or humanitarian contributions within the City of Elkhart and upon the community.

An honoree must have a geographical relationship to the requested sign location, having either lived, worked or engaged in community service or performed other actions or activities in the area where the sign is to be erected.

#### **COST**

The individual pays \$200 for each sign. The fee is refunded if the application is not granted.

#### **APPLICATION PROCESS**

The application must include a statement of support for the honorary street sign, bearing the names, addresses, dates and signatures of two hundred (200) residents of the City of Elkhart, Indiana, one hundred (100) of whom are residents of the City Council District where the proposed honorary street sign will be located. All signatories must be at least eighteen (18) years of age at the time of signature. All names and addresses on the petition must be legible to be considered.

#### **APPROVAL PROCESS**

An Honorary street sign goes before the Board of Public Works, only upon the affirmative recommendation for approval by a committee made up of individuals appointed by Mayor, to include employees of the City that the Mayor determines is appropriate. The committee may include employees such as the Right-of-Way Engineer or his delegate, the Street Commissioner or his delegate, the Traffic Supervisor or his delegate, a member of the Planning Department, and any other appropriate employees with the necessary education and experience. The request must receive the support of a majority of the Committee a majority of the Board of Public Works. The request will be considered "denied" upon a negative recommendation of the Committee or if a majority of the Board of Public Works does not approve it.

## **DURATION OF THE HONORARY STREET SIGN**

The sign stays in place for five (5) years.

At the end of five (5) years, the Street Department will remove the sign, unless the applicant or another applicant requests an extension. The five (5) extension may be granted if the honoree continues to meet the required criteria. If a renewal is not requested, the honorary street sign will be offered to the applicant. If the sign is not claimed within thirty (30) days, the sign will be recycled.

There is no limit on how many times the applicant can re-apply.

If a sign is damaged, destroyed, or disappears, the applicant is responsible for replacement costs, if the sign is to be replaced.

## HONORARY STREET NAME DESIGNATION APPLICATION FORM

### 1. Applicant Information (please print clearly):

Applicant's name: \_\_\_\_\_

Family, Organization, or Group Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

### 2. Honorary Name Request:

Name of Honoree (As it would appear on the sign; 75 character limit, including spaces):  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Location of Sign:  
\_\_\_\_\_  
\_\_\_\_\_

Intersecting streets at each end of the requested area:  
\_\_\_\_\_  
\_\_\_\_\_

### 3. Honorary Contributions.

Please state how the person, entity, event, has made significant cultural, historical, or humanitarian contributions within the City of Elkhart and upon the Elkhart community, and include information regarding the proposed honoree's connection to geographical location of the proposed sign placement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **4. Required Submittals**

Please submit the following items:

- i. A completed application should be submitted to the Clerk for the Board of Public Works.
- ii. A petition containing 200 names, addresses, dates, and signature of residents of the City of Elkhart, Indiana, age 18 or older at the time of signature. At least 100 of the 200 persons must live within the district of the proposed street sign.
- iii. All names and addresses on the petition must be legible in order to be considered.
- iv. Payment should be made to the Clerk of the Board of Public Works upon approval by the Board.
- v. General location should be limited to a single point with sign posted at the point or at the nearest intersection. It might be a sign on its own sign post or added to an existing sign post, at the City's discretion. A second sign location may be allowed if requested and approved by the BOW, at an additional fee of \$200. The limit is two (2) signs.
- vi. Only one honorary sign designation is allowed at a time per street.

#### **5. Signature of Applicant**

Printed name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Email of Applicant: \_\_\_\_\_

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#### **Office Use Only:**

Received by \_\_\_\_\_ Date \_\_\_\_\_

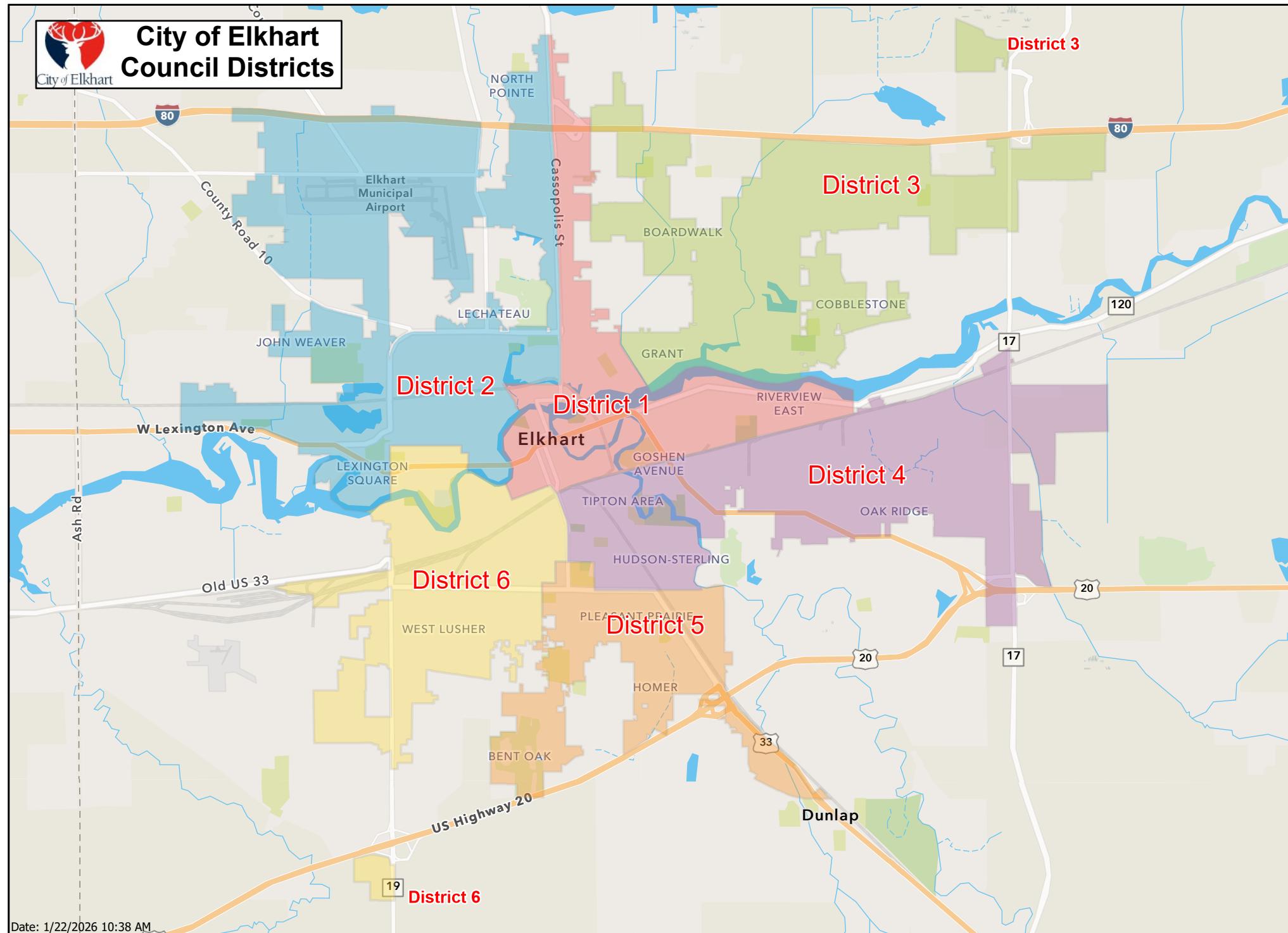
Check \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Date Sign Installed \_\_\_\_\_ Date Sign Removed \_\_\_\_\_

Application Number \_\_\_\_\_



## City of Elkhart Council Districts



**Petition for Honorary Street Sign**

**We, the undersigned, support an honorary street sign for:**

*Name of Honoree (As it would appear on the sign; 75-character limit, including spaces)*

#	Printed Name	Address	>18 y/o	Signature
1			<input type="checkbox"/>	
2			<input type="checkbox"/>	
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4			<input type="checkbox"/>	
5			<input type="checkbox"/>	
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