

City of Chillicothe

HONORARY STREET NAME SIGN APPLICATION

908 N. 2nd Street, IL 61523 ♦ (309) 274-5056

PURPOSE OF THE PROGRAM: The Honorary Street Name Sign Program allows citizens the opportunity to honor people or identify notable landmarks that have made significant contributions to the Community. The program is administered by the City of Chillicothe. Street names will be displayed for a **one year period**. The sign will then be turned over to the respective party. Street designations will be determined on a case by case basis. Final approval is given by the full City Council. A completed application, plus a *fee of \$100* per sign requested, must be submitted prior to approval.

1. APPLICANT INFORMATION

*Please print clearly

Applicant's Name: _____

Organization or Company: _____

Street Address: _____

Telephone: () _____

Fax: () _____

E-mail: _____

2. HONORARY NAME REQUEST

NAME OF HONOREE:

(As it would appear on the Street Name Sign)

LOCATION:

INTERSECTING STREETS AT EACH END OF THE REQUESTED AREA:

Reason for requesting honorary street designation:

3. REQUIRED SUBMITTALS:

Please submit the following items:

- ❖ A completed application should be submitted to a City Council Member of the Ward in which sign is to be placed. The City Council member should submit the application with a recommendation to the Public Works Committee
- ❖ General location shall be limited to a single point with sign posted at the point or at the nearest intersection. A second sign location may be allowed if requested and approved by the City Council.
- ❖ Payment of the **\$100 fee for each installation** is to be made to the City of Chillicothe prior to fabrication and installation of sign(s). The \$100 fee per sign is for a 2-faced sign on one side of the street at a location to be determined by the City Public Works Superintendent.

4. DESCRIPTION:

- ❖ Legend shall be white lettering on blue background.
- ❖ Sign will be installed by public works crew and shall remain in place for a period of twelve (12) months (unless extended by the City Council at the request of the applicant).
- ❖ Maintenance of the sign installation and/or replacement of the various materials shall be at the expense of the donor. Failure to cover the cost of the maintenance or replacement material(s) will cause the sign installation to be *removed* immediately.
- ❖ Only one honorary sign is allowed at a time per street

5. SIGNATURE OF APPLICANT:

A completed Application Form must be accompanied by a check for *\$100 fee per sign requested. Failure to approve the request will result in a refund of the fee.* (make checks payable to “City of Chillicothe”)

Is the individual Living or Deceased? (Circle one)

Printed name of Applicant: _____

Signature of Applicant: _____ Date: _____

Address of Applicant: _____

Email of Applicant: _____

Approval of one Council member in whose ward sign will be posted: _____

Office use Only: Rec'd by _____ Date _____

Check _____ Check # _____ Cash _____

Date Sign Installed: _____ Date sign removed: _____