

City of Chillicothe

HONORARY STREET NAME SIGN POLICY & APPLICATION

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

PURPOSE OF THE PROGRAM:

The Honorary Street Name Sign Program allows citizens, or organizations, the opportunity to honor a person, a group of people, or to identify notable landmarks that have made significant contributions to the Community by sponsoring a portion of a City street an honorary designation for all to see and be reminded of the honoree. The program is administered by the City of Chillicothe, through the Public Works Committee. Street designations will be determined on a case by case basis. Final approval is given by the full City Council.

When an honorary street sign is installed, the original name of the street, and postal addresses, remain the same. The honorary sign is an additional sign, of a different color and design, that is added to the original street designation.

Who can be nominated?

- A family member or individual that has made a contribution to his/her community.
- An organization, or group of people, that has made a contribution to our community or beyond our community.
- A “legend” of the community.

Who can nominate an honorary candidate?

- A family and/or a friend(s), with a specific sponsoring individual.
- An association or community organization, which can be expected to be in existence for an indefinite amount of time.

Family sponsored Honorary Street Sign

Family applies for the sign and, if approved based upon the established criteria, pays a fee of \$200 for each sign. City pays for and installs the sign(s). The sign(s) stays in place for 5 years. At the end of 5 years, the family has the option of removing and taking possession of the sign(s), or paying an additional \$25 per sign for an additional 5-year extension if, and only if the honoree continues to meet the required criteria. As long as the honoree continues to meet the established criteria, there is no limit on how many times the family can pay for a \$25, 5-year, extension. If a sign is damaged, destroyed, or disappears, the family is responsible for maintenance and/replacement, or it will be removed. At the end of any 5-year period, the family can terminate the Program and take possession of the sign. If, at the end of any 5-year term, the City is unable to locate the family, the sign(s) will be donated to the Chillicothe Historical Society.

Association sponsored Honorary Street Sign

An association applies for the sign and, if approved based upon the established criteria, pays a fee of \$200 for each sign. City pays for and installs the sign(s). The sign(s) stays in place for 5 years. At the end of 5 years, the association has the option of removing and taking possession of the sign(s), or paying an additional \$25 for an additional 5-year extension based upon the established criteria. There is no limit on how many times the association can pay for a \$25, 5-year, extension. If a sign is damaged, destroyed, or disappears, the association is responsible for

maintenance and/replacement, or it will be removed. At the end of any 5-year period, the association can terminate the Program and take possession of the sign. Or, at the end of any 5-year term, the association can take an option of paying an additional \$750 (minus any \$25 extension fees that have been paid) for the sign to remain in place permanently in which case the City takes the permanent responsibility of the maintenance of the sign(s). The Council has the right to waive all, or a portion, of the fee, except for the initial \$200 fee, if the association is a not-for profit organization.

Street names will be displayed for the period stated above. A completed application, plus a fee of as outlined above, must be submitted prior to approval.

1. APPLICANT INFORMATION

***Please print clearly**

Applicant's Name: _____

Family or Association: _____

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. It might be a sign on its own sign post, or added to an existing post, at the City’s discretion. A second sign location may be allowed if requested and approved by the City Council, at an additional fee of **\$200**. A third sign will not be allowed.
- ❖ Legend shall be white lettering on blue background.
- ❖ Only one honorary sign is allowed at a time per street.

4. SIGNATURE OF APPLICANT:

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

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: _____