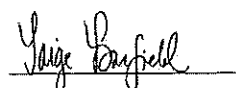


## Honorary Street Name Policy

1. The following restrictions and process for honorary street name designations shall apply.
  - a. **Honorary street name designations should be limited to individuals, or events that have made an important and lasting contribution to the City of Charlottesville or represent a key part of its history.**
    - The street to be designated should have a connection to the individual/event and his/its contribution.
    - This designation should not be used for an individual or event already recognized in some significant manner.
  - b. The application form (see Attachment 1) should be submitted directly to the Clerk of City Council.
  - c. The application can be completed and submitted by any individual or group in Charlottesville.
  - d. The completed application will be circulated to Council before formal Council action is taken.
  - e. A Council Resolution will be prepared, outlining the proposed designation and providing an estimate of cost impacts including sign manufacture and installation and any other costs that might be incurred. NDS will prepare the appropriate staff memo.
  - f. Upon approval, the Public Works Department will implement the honorary street name designation.
2. Application Form. Attachment 1 is a proposed application form for requesting honorary street name designation. The forms will be made available at City Hall and can be downloaded from the City's website. The forms require submission directly to the Clerk of City Council.
3. Proposed Process. The proposed procedure includes the following steps.
  - a. Individuals or groups wishing to propose honorary street name designation will complete application form and submit it to the Clerk of City Council.
  - b. The Clerk will determine if there is sufficient support on Council for the request to be considered by Council.
  - c. NDS will prepare a brief memo to Council that identifies any cost impacts associated with the request and background on the individual nominated for the honor.
  - d. A Council Resolution will be prepared.
  - e. Upon final approval by City Council, the Public Works Department will install the sign.
  - f. Upon approval, NDS staff will send notice to all impacted properties and to public safety agencies.

Approved by Council  
September 19, 2011



Clerk of Council