

City of Oklahoma City
Honorary Street Sign Program
INSTRUCTIONS AND APPLICATION

HONORARY STREET SIGN PROGRAM

The Honorary Street Sign Program (HSSP) gives individuals or groups the opportunity to designate a street within their community/neighborhood honoring an outstanding citizen who has made a significant positive impact on the community.

The City's approval process for honorary street signs as outlined in this application covers only those signs to be placed above a City-maintained post-top street marker assembly or attached to a traffic signal pole or City-owned street light pole installed within the public right-of-way. Upon approval of the application, applicants are responsible for paying the City for the fabrication and installation of the honorary street sign(s).

HONORARY STREET SIGNS

The honorary street signs produced and installed by the City are 30" wide, 9" tall and fabricated from 0.100" thick sheet aluminum. A maximum of one honorary street sign, whether post-top mounted or pole mounted, is allowed per location. The City's honorary street signs will be fabricated with a brown background and white lettering.

Honorary street signs will only bear the given name of one person. Honorary street signs will not bear the person's credentialed professional title (ex. Dr., Rev., Hon. etc.). Honorary street signs will bear the legend, "Honorary" above the name of the person. An example of an honorary street sign as set forth under this policy is illustrated below.



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THE HONORARY STREET SIGN APPLICATION PROCESS

The following outlines the City's honorary street sign program permitting, review and approval process.

1. DESIGNATE THE LOCATION(S)

- Individuals and/or groups requesting to designate a location using honorary street signs are responsible for identifying the location(s). Honorary street sign applicants must provide a petition including the residents in the immediate vicinity of the subject location(s) through a public process and must be able to demonstrate to the City consensus among all involved/affected.
- Applicants must provide biographical data, demonstrating that the person(s) being honored has been a significant positive impact on the community.
- Applicants must furnish a map showing the location(s) where honorary street signs are proposed. The honorary designation shall not be used for addressing purposes.
- Honorary street sign applications are subject to review and approval by the City of Oklahoma City Public Works Department Traffic Management Division.
- Applicants are responsible for payment of the \$50 application fee and the \$150 per sign fabrication and installation fee.

2. COMPLETE AND SUBMIT THE HONORARY STREET SIGN APPLICATION

- Submit completed applications to the Oklahoma City Public Works Department Traffic Management Division. The Traffic Management Division will review the application for conformance with the requirements of this policy. The City of Oklahoma City reserves the right to refuse approval of an application for any reason.

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Application for Honorary Street Sign Program

Submit completed applications to:

City of Oklahoma City
Public Works Department
Traffic Management Division
Attn: City Traffic Engineer
420 W Main Street, Suite 600
Oklahoma City OK 73102

APPLICANT CONTACT INFORMATION

Name of Person(s) Responsible for Application:

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Address:

.....

Full mailing address – City, State, Zip Code

Email:

.....

Phone:

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List phone number(s) where you can be reached during normal business hours

Name of Honoree:

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Attach completed petition and background information about the honoree to be considered.
Include any additional detail that will assist in the overall review and approval process.

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Map showing the subject street and the location of the existing post-top street marker or traffic signal pole(s) where honorary street name signs are requested.

Attach a map that clearly illustrates the location(s) where honorary street sign(s) are proposed.

Include the \$50.00 application fee with the application. If the application is approved, you will be contacted to submit the total fabrication and installation fee.

The City of Oklahoma City assesses a fabrication and installation fee of \$150.00 **per** honorary street sign installed. The fee covers the cost of fabricating the sign, mounting hardware (for any type of installation) and all installation costs.

Honorary street signs remain the property of the City of Oklahoma City. The City of Oklahoma City reserves the right to remove sign toppers that are damaged, faded or otherwise no longer serve their originally intended purpose.

Application Reviewed and Approved:

Traffic Management Division

Date

Total Installation Fee:

\$\$\$ per honorary sign

Received