



Andrew J. Maglio Mayor
Patty Burns Village Clerk

VILLAGE OF ROSELLE HONORARY STREET DESIGNATION POLICY

Section 1: Summary and Purpose

The Village of Roselle has established a policy to administer requests for honorary street designations. This policy has been established to provide criteria and a procedure for approving honorary designations of Village owned or controlled streets. All honorary street designations approved by the Village Board prior to adoption of this policy shall be grandfathered and not subject to this policy.

Section 2: Terms

Honorary Street Designation: The renaming or conaming of a Village owned or controlled street to honor the service, commitment, or other type of participation by an individual or non-profit organization or to recognize a significant event.

Honoree: Name of individual, non-profit organization, or significant event an application specifies for honorary street designation.

Individual: An honoree who has made a significant contribution to the Village, either through civic involvement, as part of a historic event relevant to the specific Village street, or to the geographical location of specific Village street.

Non-Profit Organization: An Illinois non-profit organization, entity, family, group, or civic or charitable organization that has made a significant contribution to the Village, either through civic involvement, as part of a historic event relevant to the specific Village street, or to the geographical location of specific street.

Significant Event: An event that is nationally, regionally, or locally recognized or is special or unique to the Village.

Section 3: General Provisions

Honorary street designations shall reflect recognition of individuals, non-profit organizations, or significant events. Honorary street name signs shall be posted below the Village's standard street sign without changing the official name of the street or the official addresses or residences and businesses on the street. The honorary street name sign shall be of similar size and shape of a standard street sign but it will be of a brown color rather than the normal green and white color used for public streets.

Honorary street designations are confined to the right of way within the vicinity of the home, organization, or locations associated with the individual, organization, or significant event. No honorary street designation shall be used that will duplicate or be confused with the name of an existing Village street. Honorary street designations will be limited to a one block long section of the street and limited to no more than two signs (one at each end of the designated block). Only one honorary street sign will be allowed at an intersection.

Up to two honorary street sign designations will be made per calendar year. If more than two honorary street designations have been made during a calendar year, the Village will notify other applicants and they may resubmit their application the following calendar year. An honorary street designation shall remain in effect for no more than five years after installation. At the end of the five year period, the Village will remove the honorary street sign and make it available to the applicant. If, at the end of a five year period, the applicant wants to apply for another five year term, the applicant will not incur any additional fees. The Village has the right to remove any honorary street sign prior to the end of the five year period.

A fee of \$300 to cover the Village's costs for sign fabrication and installation is required at the time of application. If the application is not approved, the fee will be refunded. A letter of consent will be required as part of an application for an individual or non-profit organization honorary street designation request.

Section 4: Criteria for Approving Honorary Street Designations

Only individual, non-profit organization, or significant event honorary street designation requests are eligible for consideration.

The honoree must have made significant and clearly defined contributions to the Village of Roselle through cultural, humanitarian, historic, or military achievement.

The honoree must have resided in the Village of Roselle during their lifetime, during which time the individual or organization shall have preferably resided or located on or adjacent to the Village street specified for dedication in the application.

Any additional criteria established by the Village Board to further support the honorary street designation request.

Section 5: Procedure for Filing and Approving Applications

The applicant shall submit a completed honorary street designation application and the \$300 fee to the Village Administrator's Office. Upon receipt of the application and fee, the Village Administrator shall distribute the application to the Directors of Public Works and Community Development for their department reviews and a recommendation regarding the application. These departments will review the application to ensure sufficient documentation exists to evaluate the applicant's request and the location desired for the honorary street designation is feasible.

If the application satisfies the criteria established for approving an honorary street designation, the Village Administrator will forward a staff recommendation to the Village Board for consideration and approval. The Village Board will review staff's recommendation and the applicant's request, and if approved, will adopt a resolution authorizing the installation of an honorary street sign. The Village Administrator will notify the applicant of the Village Board's decision and direct the Public Works department to fabricate an honorary sign. Public Works will determine the date for the sign to be installed and notify the applicant.

Attached: Honorary Street Designation Application
 Resolution Establishing an Honorary Street Designation Policy
 Resolution Authorizing Installation of an Honorary Street Sign