

DRAFT

Honorary Street Naming Policy

This policy is designed to honor prominent Saint Paul individuals who have made significant contributions for the betterment of the City.

Honorary street naming is also known as street co-naming in which a separate sign is placed above an existing street sign on a City street for one block. The sign remains in place for its useful life. The official street name remains the legal address.

The process for granting an honorary street sign is as follows:

- 1) An application form is completed which includes information about the individual and a commitment to pay the costs of manufacturing and installing the sign (usually around \$150 - \$200/sign).
- 2) The application includes documentation that the request is supported by the district council and/or community leaders.
- 3) The application is submitted to the councilmember whose ward the City block is in for approval.
- 4) Upon councilmember approval, the application is forwarded to Public Works for comment and cost determination.
- 5) The application is finally approved by the City Council and Mayor by resolution.
- 6) Public Works invoices the requesting party and once the funds have been received, Public Works schedules the installation of the sign.

Suggested criteria for approving an honorary sign is:

The individual:

- is of particular importance to the City;
- has undertaken an act or acts of enduring and significant interest to their community or the City as a whole;
- has performed exemplary acts which reflect positively on the City.

Please note that honorary street names are only for individuals and not businesses or other organizations. Also, honorary street sign applications are *not* considered in City Council election years.

Honorary Street Name Application

Date: [Click here to enter a date.](#)

Name of Proposed Honorary Street Name: [Click here to enter text.](#)

Contact information for honoree: [Click here to enter text.](#)

Requestor's Name: [Click here to enter text.](#)

Requestor's Address: [Click here to enter text.](#)

Requestor's Phone Number: [Click here to enter text.](#)

Requestor's Email Address: [Click here to enter text.](#)

1) Please describe why you are making this request: [Click here to enter text.](#)

2) Please describe the significant contributions this individual has made to the City: [Click here to enter text.](#)

3) Please list the people and/or organizations who are supporting this request: [Click here to enter text.](#)

4) Does this request have support from the district council? (*select one*)

☐ **Yes**

☐ **No**

5) Please provide any additional background information about the honoree you think would be helpful in our consideration of this application. [Click here to enter text.](#)