



**Honorary Designation of a
Public Facility or Right-of-Way
City of Dayton, Ohio**

OFFICE USE ONLY
Date Filed: _____
Case No.: _____
Pub.Hrg.Date: _____

Complete this form in Adobe Reader software, not a Web browser, to ensure the privacy of your information. Place the cursor in a field and type. Print a copy to add the required signature(s) in blue or black ink and return this form with required attachments to: City of Dayton, Department of Planning and Community Development, 101 West Third Street, P.O. Box 22, Dayton, OH. 45401., 937-333-3670.

Please Read Instructions Carefully Before Completing This Application

To: Clerk of the City Commission

Applicant Name (Contact Person): _____

Address: _____

Telephone Numbers: (Day) _____ (Evening) _____

Honoree Information:

Name: _____

Address: _____

Proposed Facility or Right-of-way for Designation: The designation shall be confined to a facility or right-of-way within the vicinity of home, business or location associated with the person or event.

From: _____ To: _____

Summary statement citing the reasons for the designation detailing the significant contributions or significance of the designation and the length of time the designation shall be in effect (Not longer than two years). Attach a detailed resume or reasons for designation.

Explain why none of the preferred methods listed below can not be used for the proposed honorary designation. Attach documentation supporting the determination.

A. Donations to programs and projects:

B. Proclamation:

C. Naming of neighborhood and community festivals:

D. Planting trees or other living memorials:

E. Placement of pieces of art, benches and similar objects in public or private spaces:

F. Community Service Awards of the Dayton Volunteers Program:

Endorsement:

(The designation must be endorsed by the City Manager, a member of the City Commission, the City Plan Board or a Priority Board.)

A member of the City Commission: _____

The City Manager: _____

The City Plan Board:* _____

Priority Board Endorsement/Comment:* _____

Neighborhood Association Comments:* _____

*Submit Minutes or other documentation of official Board Action.

Attachments:

- _____ Map specifying location.
- _____ A petition supporting the designation signed by 51 percent of the abutting property owners.
- _____ Attach detailed resume or reasons for designation.
- _____ Copy of minutes or resolution from the Priority Board and neighborhood association.
- _____ An non-refundable application fee of \$500.00 is required with the filing of an application.

It is the desire of the City of Dayton to provide appropriate opportunities to honor and memorialize citizens that have made outstanding contributions to the nation, state, city and community. The City encourages this recognition through donations to programs and projects, proclamations, naming of neighborhood and community festivals, planting trees or other living memorials, pieces of art, benches and similar objects, Community Service Awards of the Dayton Volunteers Program, honorary designation of streets, and other appropriate memorials. These memorial opportunities shall follow the appropriate procedure for the specific type of memorial and the nominator should consider placing an identification marker or plaque at the specific site to note the significant contributions of the person being memorialized.

As a general policy, a public facility or a public right-of-way should be named after its principal function, its location, or its historic reference. However, it may be named after an important community event, organization or a well-known person whose contribution to the community or the nation is directly related to the public facility or the public right-of-way. A public facility is a building, structure, park, site or any portion thereof. A public right-of-way is a dedicated street, highway, alley, bridge or other access route used as an official address by adjacent property.

A public facility or a public right-of-way may be considered for an honorary designation upon the filing of an application and approval by the City Commission.

Filing Procedure

1. The application for nomination shall be filed with the Clerk of Commission and shall include:
 - A. An endorsement by a member of the City Commission, the City Manager, the City Plan Board or the appropriate Priority Board(s) with consultation with the appropriate neighborhood organization(s).
 - B. A statement citing the reasons for the designation detailing the significant contributions or significance of the designation and the length of time the designation shall be in effect, which shall be no longer than two years.
 - C. A statement explaining the attempts to use one of the other methods of honoring a person or event and the reasons why these other methods are inappropriate.
 - D. A petition supporting the designation signed by 51 percent of the abutting property owners.
 - E. An application fee of \$500.00 is required with the filing of an application.

Honorary Designation Criteria

2. Honorary designations shall meet the following criteria:
 - A. The designation shall be confined to the right-of-way within the vicinity of home, business or location associated with the person or event.
 - B. The designation shall not be an Arterial as listed on the Official Thoroughfare Plan.
 - C. There shall be only one honorary designation per facility or right-of-way.

- D.** An important community event, organization or well-known person is:
- A person or entity who has made a sustained contribution, over a long period of time, above and beyond the call of duty and demonstrated leadership relating to governance, human relations and development, or neighborhood development.
 - A person who has made specific and sustained contributions to an organization located in or in proximity to the facility.
 - A person, or entity who has demonstrated vigilance in changing the nature and characteristics of the specific neighborhood, community or city.
 - An event which is recognized statewide or nationwide.
- E.** The important community event, organization or well-known person shall be directly related to the public facility or the public right-of-way, i.e. lived, worked, went to school, etc. at the location specified. Only one honorary designation shall be permitted for each person or community event. Preference shall be given to intersections and other limited locations. Locations shall be limited to a right-of-way in one Official Planning District and no more than three blocks, such as the block where the person lived and two adjacent street segments associated with the recognition.
- 3.** If the proposed designation is for less than 90 days per year, and is consistent with the general policy, the Clerk shall prepare an informal resolution for consideration and adoption by the City Commission. Immediately after the time expires, the sign shall be removed and made available to the applicant.
- 4.** If the proposed designation is for more than 90 days per year, the Clerk shall forward the nomination to the City Plan Board.
- A.** The Secretary to the Plan Board shall distribute the applications to the City Engineer, Public Arts Commission, any affected departments and the Priority Board.
 - B.** The Plan Board will hold a public hearing on the proposal and may recommend to the City Commission the original proposal or any alternate proposal so long as any recommended proposal is consistent with the general policy.
 - C.** A report from the Plan Board to the City Commission shall be prepared and distributed, along with the appropriate legislation.
 - D.** The proposed legislation shall be placed on the City Commission Calendar for consideration.
 - E.** Upon adoption of the informal resolution, the Department of Public Works will prepare and install the appropriate signage.
- 5.** Signage for an honorary designation should not compete with the official designation of the public facility or public right-of-way. It should be distinctive in color and scaled so as not to overshadow the official designation. Honorary street name signs shall be blue and white and not larger than 6.5 X 42.0 inches.
- 6.** Upon the expiration of the honorary designation the Department of Public Works shall remove the signage and make the signs available to the applicant.