

CITY OF WHEATON**Honorary Street Sign Policy**

Background - Honorary street signs provide an opportunity to posthumously recognize former Wheaton residents who made significant contributions to the City, State of Illinois, or the United States of America. Honorary signs do not change the legal name of a street. Requests will be made using the Honorary Street Sign application (Exhibit B). Upon approval, an honorary sign will be installed beneath the actual street sign.

Honorary Signs:

- Designations will be limited to a one (1) block long section of the street, and limited to one (1) sign at the specified location.
- Up to two (2) honorary designations may be made per fiscal year.
- An honorary designation and street sign will remain in effect for three (3) years after installation.
- An honorary name will not be used which will duplicate, or be confused with the name of an existing city street.
- Honorary signs will have a brown background with white lettering on both sides.
- At the end of the three (3) year period, the city will remove the honorary sign and make it available to the applicant.

Criteria: Only individuals meeting the criteria below will be eligible for honorary signs and designations.

- The individual must be deceased.
- The individual must have resided in Wheaton during their lifetime.
- The individual must have made significant contributions through cultural, humanitarian, historic, or military achievement.

Review and Approval: The following steps outline the review and approval process.

- Applicants will submit a completed application to the City Clerk's office.
 - If two honorary designations have been made during the current fiscal year, the City Clerk will notify the applicant that they can resubmit the application the following year.
 - If two honorary designations have not been made within the current fiscal year, the City Clerk will review the application for completeness.
 - The City Clerk will notify the applicant if the application is rejected.
- The City Clerk will review the application request for:
 - A \$300 application fee to cover sign fabrication and installation is provided. The application fee will be refunded if the application is not approved.
 - Sufficient documentation validating an individual meets the criteria.
 - If the application is not submitted by a family member of the individual in question, a letter of consent from the individual's family is required.
- The City Clerk will prepare resolutions for applications that meet the criteria and are recommended.
- The City Council will review any such resolution and vote to approve or deny it.
- The City Clerk will notify the applicant of the City Council's decision.
- If a resolution is approved, the City Clerk will direct Public Works to fabricate an honorary sign, determine the date for it to be installed and notify the applicant.

City Clerk's Office
303 W Wesley Street
PO Box 727
Wheaton IL 60187-0727
630-260-2019 fax 630-260-2017

City of Wheaton, Illinois

www.wheaton.il.us

Honorary Street Sign Application

Honoree & Street Information

Name of Individual: _____
(as it would appear on the honorary street sign)

Proper Name of Requested Street: _____

1st Street Intersecting the One Block Area: _____

2nd Street Intersecting the One Block Area: _____

Reason for Street Selection: _____

Please check all that apply and provide details where necessary

☐ Honoree is deceased.

☐ Honoree was a resident of Wheaton, IL.

Honoree Address During Residency: _____

☐ Military Service: _____

☐ Cultural Contributions: _____

☐ Historic Contributions: _____

☐ Humanitarian Contributions: _____

Exhibit B

Applicant Information

Applicant First Name: _____ Applicant Last Name: _____

Signature of Applicant: _____ Date: _____

Address: _____

Email: _____ Phone: _____

Are you a family member of the individual to be honored? ☐ Yes / ☐ No

If Yes, What is your relation? _____

If No, you must provide a letter of consent from the individual's immediate family.

Required Materials: Please check the boxes below to verify the required materials are included with your application.

☐ \$300.00 Check payable to the "City of Wheaton"

☐ Sufficient documentation validating the above criteria is attached to aid city staff in the evaluation process.

☐ Letter of Consent (if the applicant is not an immediate family member of the individual)

Submit completed application to:

City of Wheaton

Attn: City Clerk

P.O. Box 727

Wheaton, IL 60187

Phone: 630-260-2012

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Office Use Only

\$300.00 Application Fee Received: ☐

Complete: ☐

Incomplete: ☐

What materials are missing? _____

Recommended By: _____

Date: _____

Signature: _____

Date: _____

City Council

Approved: ☐

Denied: ☐

Resolution Attached: _____

Date: _____

EXHIBIT C

RESOLUTION R - -16

A RESOLUTION AUTHORIZING THE INSTALLATION OF HONORARY STREET
SIGNS FOR XXXXX

WHEREAS, Resolution R- -16 sets forth a policy for receiving, reviewing, and acting on requests to establish honorary street names and signs; and

WHEREAS, the City received complete applications recommending that honorary street signs be designated for XXXXX; and

WHEREAS, Staff has determined that XXXXX meets the requisite criteria; and

WHEREAS, Staff has determined that the application provided was complete and all required materials have been provided.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Wheaton, Illinois, DuPage County, Illinois, that the City Manager is authorized to direct Public Works to install an honorary street sign dedicated to XXXXX on _____ Road, between _____ Street and _____ Street.

Adopted this ____ day of _____, 20__.

Mayor

Attest:

City Clerk

Roll Call Vote:

Ayes:

Nays:

Absent: