

## **Honorary Street Name Designation Policy**

### **PURPOSE**

To establish a policy to administer requests for honorary street name designations and provide application and approval criteria and procedures for honorary street name designations of Township owned streets.

### **GENERAL POLICY**

The Honorary Street Sign Designation Policy allows citizens and groups the opportunity to honor individuals and organizations that have made significant contributions to the community, subject to approval by the Board of Commissioners. These memorials celebrate citizens without imposing substantial burdens associated with modification to the Official Street Map of the Township. These honorary street names are meant to commemorate the honoree and do not replace the official street name or require re-addressing of the street. The program is managed and processed by the township administration department and the installations are administered by the Public Works Department.

### **PROVISIONS**

#### **A. Definitions and General Guidelines.**

1. Honoree means an individual or organization whom the application specifies for an honorary street name designation who has made a significant contribution to the Caln Township community, either through civic involvement; cultural, humanitarian, historic, or military achievement; as part of a historic event relevant to the specific Township Street; or to the geographical location of the specific street.
2. Honorary Street name designations shall reflect recognition of Honorees only and are given on a case-by-case basis, solely as determined by the Board of Commissioners by majority vote and approved Resolution.
3. A completed application must be submitted prior to the Board of Commissioners' meeting for their consideration and approval.
4. The Township Manager shall determine when the application will be presented to the Board of Commissioners for consideration.
5. Only one honorary street name designation sign shall be allowed on a single street sign pole below the Township's standard street sign and shall be in a contrasting color and smaller size than the existing street sign.
6. Honorary Street name designations will be displayed for the life of the sign.
7. By majority vote, The Township has the right to remove any honorary street name sign as directed by the Board of Commissioners.
8. No honorary street name designation sign shall be used that will duplicate or could be confused with the name of an existing Township Street.

9. A fee of \$75.00 is required at the time of application to pay for the Township's costs for sign fabrication and installation. If the application is not approved, the fee will be refunded in full.

#### B. Qualification Criteria for Approving Honorary Street Designations.

1. Only Honorees as defined above are eligible for honorary street name designation consideration.

2. The Honoree must have resided in or has been based (if an organization) in Caln Township during their lifetime, during which time they shall have preferably resided adjacent to or on the Township Street specified for dedication in the application.

#### C. Procedure for Filing and Approving Applications.

1. The applicant shall submit a completed honorary street name designation application and pay the \$75.00 fee to Caln Township located at 253 Municipal Drive, Thorndale, PA 19372. Upon receipt of the application and fee, the Township shall submit the application to the Director of the Public Works Department for their review and recommendation prior to the Board of Commissioner's consideration.

2. The Board of Commissioners will review the application to ensure sufficient documentation exists to substantiate the applicant's request, and that the location desired for the honorary street name designation is feasible. The honorary street name designation application will be voted on during a public meeting in which public comments are taken. If approved, a Resolution will be entered.

**Caln Township Application for Honorary Street Name Designation**

Name of Person/Group requesting designation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Location of requested designation: \_\_\_\_\_

\_\_\_\_\_

Honorary Street Designation Name: \_\_\_\_\_

Reasons to support honorary designation: \_\_\_\_\_

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Contributions to Caln Township: \_\_\_\_\_

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Applicant acknowledges responsibility for \$75.00 cost of sign(s) \_\_\_\_\_ Yes (please initial)