

VILLAGE OF MAYWOOD
Honorary Designation of a Public Facility
or Right-of-Way Application

(Must be typed or printed legibly in black ink)
PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM

To: Village Clerk

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 be used for the proposed honorary designation. Attach documentation supporting the determination.

A. Donations to programs and projects: _____

B. Proclamation: _____

Endorsement: (The Village Manager, a member of the Board of Trustees, or the Plan Commission must endorse the designation.)

A member of the Board of Trustees: _____

The Village Manager: _____

The Village Plan Commission*: _____

Neighborhood/Public Support Comments: _____

**Submit Minutes or other documentation of official action.*

Attachments:

_____ Map specifying location.

_____ A petition supporting the designation signed by 51 percent of the abutting property owners on the portion of street proposed for designation. For purposes of calculating percentage, each individual residential and commercial property shall count as a single property, and signatures should be those of the owner, as opposed to any lessees.

_____ Attach detailed resume or reasons for designation.

_____ Copy of minutes or resolution from the Priority Board and neighborhood association.

_____ A fee of \$750.00 is required with the filing of an application, to cover among other things, the Village's costs in processing and considering the application, approval, sign creation, maintenance, and the erection of the sign. If the application is not approved, the application fee shall be refunded to the applicant with the exception of \$50, which shall be retained by the Village as a processing fee.

**VILLAGE OF MAYWOOD
POLICY AND PROCEDURE – HONORARY DESIGNATION OF
A PUBLIC FACILITY OR RIGHT-OF-WAY**

FILING PROCEDURE

1. The application for nomination shall be filed with the Village Clerk and shall include:
 - A. An endorsement by a member of the Village Board, the Village Manager, or the Plan Commission.
 - 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 on the portion of street proposed for designation. For purposes of calculating percentage, each individual residential and commercial property shall count as a single property, and signatures should be those of the owner, as opposed to any lessees.
 - E. A fee of \$750.00 is required with the filing of an application, to cover, among other things, the Village's costs in processing and considering the application, approval, sign creation, maintenance, and the erection of the sign. If the application is not approved, the fee shall be refunded to the applicant with the exception of \$50, which shall be retained by the Village as a processing fee.
 - F. A \$750 fee will be required with the filing of an application for an extension of an existing sign, to cover, among other things, the Village's costs in processing and considering the extension application, approval, and continued maintenance of the sign. If the extension is not approved, the fee shall be refunded to the applicant with the exception of \$50, which shall be retained by the Village as a processing fee. Maximum extension period is two years.

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. There shall be only: (A) one designation per Facility; (B) two designations per right-of-way.
- C. Designations including public facilities not within the Village of Maywood's governing jurisdiction must receive express written consent from the governing body.
- 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 or Village.
 - ✓ 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 no more than three blocks, such as the block where the person lived and two adjacent street segments associated with the recognition.

HONORARY DESIGNATION APPROVAL PROCEDURE

- 3. The completed Application, upon receipt by the Village Clerk, shall be processed and considered as follows:
 - A. Upon receipt of a completed Application, the Village Clerk shall forward the Application nomination to the Department of Community Development.
 - B. The Community Development Department shall distribute the applications to the Village Engineer, Code Department, and any other affected departments and boards.

- C. The Traffic and Safety Commission will consider the proposal made in the Application at a public meeting and make a recommendation to the Village Board of Trustees. Upon receipt of the recommendation from the Traffic and Safety Commission, the Village Board may approve or deny the original proposal or any alternate proposal so long as any proposal is consistent with this Policy.
- D. Approval of a proposal by the Board of Trustees shall be memorialized by the adoption of an ordinance approving the designation and amending Table II of the Maywood Village Code.
- E. Upon confirmation by the Village Attorney that approval has been provided pursuant to these procedures, the Department of Public Works will prepare and install the appropriate signage.

OTHER POLICY GUIDELINES AND PROCEDURES

- 4. 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 brown and white and not larger than the original street sign.
- 5. Existing honorary signs shall be grandfathered and no application or fee for the initial placement of such signs shall be required. The Department of Public Works may, however, remove such signs at the direction of the Village Manager if they have been in place for more than two years and the party that initiated the original placement of the signs does not wish to request an extension pursuant to this Policy.
- 6. Extension requests for up to two additional years for both grandfathered honorary signs and for signs erected pursuant to this Policy may be considered upon submission of a completed application and a \$750 fee.
- 7. Upon the expiration of the honorary designation, the Department of Public Works shall remove the signage and make the signs available to the applicant.