

CITY OF NORTH KANSAS CITY, MO
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 City owned streets.

GENERAL POLICY

The Honorary Street Name Designation Policy allows citizens and groups the opportunity to honor deceased individuals who have made significant contributions to the community, subject to approval by the City Council. The program is managed and processed by the Administration Department and the installations are administered by the Public Works Department.

PROVISIONS

A. Definitions and General Guidelines.

1. *Honoree* means a deceased individual whom the application specifies for an honorary street name designation who has made a significant contribution to the City of North Kansas City, either through cultural, humanitarian, or historic achievement; as part of a historic event relevant to the specific City street; or to the geographical location of the specific street. Said contributions do not have to be financial in nature.
2. Honorary street name designations shall reflect recognition of Honorees only and are given on a case-by-case basis, solely as determined by City Council by majority vote.
3. A completed application and letter of consent signed by the Honoree's estate representative (if available) must be submitted prior to City Council consideration and approval.
4. The City Administrator or his/her designee shall determine when a completed application is presented to City Council for consideration.
5. Only one honorary street name designation sign shall be allowed on a single street sign pole and shall be dark brown in color with white lettering and a white border, shall include "Honorary" and may include a symbol. Should the applicant request a sign on each side of the street at both intersections of a block, then the applicant must pay two separate fees (one for each sign).
6. Honorary street name designations will be temporarily displayed for a period of ten years, unless otherwise approved by City Council by majority vote. Upon request at any time, the honorary street name sign may be returned to the applicant or applicant's representative with City Council's concurrence. In any event, at the end of the ten-year period, the City will remove the honorary street name sign and make it available to the applicant or applicant's representative.

7. If, at the end of the ten-year period, the applicant or applicant's representative desires to apply for another ten-year term, a renewed application and fee(s) must be submitted and undergo the same City Council review and approval process as initially taken.
8. The City has the right to remove any honorary street name sign prior to the end of the ten-year period as directed by Council by majority vote.
9. Only one honorary street name designation sign shall be allowed at an intersection, and the portion of a street so designated shall be one City block long and limited to no more than two signs per block.
10. No honorary street name designation sign shall be used that will duplicate or could be confused with the name of an existing City street.
11. Whenever possible, honorary street name designation signs shall be limited to the right-of-way area within the vicinity or locations associated with the Honoree.
12. A fee of \$300.00 per sign is required at the time of application to pay for the City'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 significantly impacted the City of North Kansas City during his or her lifetime in one or more of the following ways:
 - a) Cultural impact on the City;
 - b) Historical impact on the City;
 - c) Humanitarian impact on the City.

Individual family tribute or commercial and corporate related recognition does not qualify.

C. Procedure for Filing and Approving Applications.

1. The applicant shall submit a completed honorary street name designation application and letter of consent (if available) and pay the \$300.00 fee to the City Clerk located at 2010 Howell St, North Kansas City, MO 64116. Upon receipt of the application and fee, the City Clerk shall submit the application to the City Administrator for review and a recommendation prior to City Council's consideration.

2. These departments 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.
3. If the application satisfies the criteria established, the City Administrator shall determine when the application will be presented to City Council for consideration. The honorary street name designation application will be reviewed by City Council during a public meeting in which public comments are taken.

D. Sign Installation Cost and Maintenance

1. If an Honorary Street Name application is approved by the Council, the applicant's payment of \$300.00 will be used toward the cost of the signs and the installation of the signs. Applicants shall be responsible for all costs to replace an honorary street sign that is damaged or stolen. If an application for an Honorary Street Name is not approved, the applicant's prepayment of \$300.00 will be refunded to the applicant.

Attached: Honorary Street Designation Application

City of North Kansas City
Application for Honorary Street Name Designation

Name of Person/Group requesting designation: _____

Address: _____

Phone Number: _____

Cell Number: _____

Email address: _____

Honorary Street Designation Name: _____

Number of signs requested: _____

Amount due: \$300.00 x Number of signs requested: _____ = Total \$_____

Location of requested designation: _____

Honoree Criteria:

Please provide a detailed explanation of the criteria that applies to the Honoree:

Cultural impact on the City:

Historical impact on the City:

Humanitarian impact on the City:

Signature of Applicant:

Signature

Date

By signing, applicant acknowledges responsibility for cost of sign(s)

City of North Kansas City

Application for Honorary Street Name Designation - continued

For City Use Only:

Amount Received: \$ _____

Application Approved by City Administrator: Yes No

Date Presented to City Council: _____

Approved by City Council: Yes No

Reason if not approved:

Date Sign(s) ordered: _____

Date Sign(s) installed: _____