



# HONORARY DESIGNATION REQUEST

Administration – Public Works – Community Development

## Honorary Road Naming - General Guidelines

The Honorary Designation Program allows citizens the opportunity to honor people that have made significant contributions to the City of Locust Grove community. The program is administered by the Community Development Department. Road designations will be determined on a case by case basis. A completed application, a non-refundable application fee of \$250 (for sign manufacturing and installation) must be submitted prior to approval, unless waived by of the Mayor and City Council.

## **Naming Criteria**

The Honorary request will be presented before the Council for final approval if all criteria are met:

- ☐ The first criteria relates to the type of impact the honoree may have or had to the community. The honoree should have met or currently meets at least one of the following:
  - A Cultural impact
  - A Historical impact
  - Humanitarian efforts
  - Significant lineage
  - Distinguished Career
- ☐ The second criteria relates to the geographical area. The designation shall be confined to the road within the vicinity of the home, business, or location associated with the honoree chosen. If this road already carries an honorary name, which differs from a historical name, no additional honorary name shall be assigned.
- ☐ The third criteria relates to life of the honoree. If he/she is still living, the request can only be initiated by a Locust Grove Councilman or by the Mayor. Naming roads after individuals is only permitted for honorary purposes unless the person holds a state/national significance

## **The Process**

- ☐ Complete a Designation Request Form. Individual letters of support are encouraged and should be included
- ☐ If approved & fees received (unless waived), the application is returned to the applicant for a signature from at least one of the City Council or Mayor; both are recommended
- ☐ After approval by one or both of the Council/Mayor, the application should be returned to COMMUNITY DEVELOPMENT in preparation for City Council approval
- ☐ COMMUNITY DEVELOPMENT will advertise the honorary designation request at the requested site for public input at the next available City Council. Typically, there are two (2) Meetings: Workshop for Public Hearing and then the next available meeting for final action.
- ☐ If approved by the Council, then the signs will go into production and a ceremony for unveiling will be scheduled.

Upon final Council approval, COMMUNITY DEVELOPMENT will implement the honorary road name designation. There will only be one designation per location. Honorary designations will be for the entire road, or, as approved for a certain defined segment. Signs will only be placed at the point of beginning and point of ending. Additional signs can be purchased or placed at the Council's discretion.

Ceremonies can be planned by the requestor by scheduling with the Mayor, City Council or staff if they would like to attend. There will be a limit of seven (7) designations per calendar year.

## Public Hearing and the Mayor and City Council Meeting

COMMUNITY DEVELOPMENT will post signs at/or nearby the requested honorary designation advising the community of the request that will go before the Mayor and City Council. This will be primary method of informing the general public of the surrounding community to voice any concerns to the Committee.

## Sign Installation

If the honorary designation request is approved, the Locust Grove Public Works Department is notified after the Ordinance has been signed by the Mayor and recorded by the City Clerk. The Public Works Department will begin placing the road signs of the designation at the point of beginning and point of ending. Joint stretches of roads with Henry County must be coordinated with each governing authority and must have approval of each prior to any installation or ceremony.



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Administration – Public Works – Community Development

## APPLICANT INFORMATION

Date: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Applicant: \_\_\_\_\_  Owner  Other

Email/Fax: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## REQUEST INFORMATION

Type of Honorary Request:

Road

Living Individual:

Yes  No

Ownership:

Public

Private

State

Name of Honoree: \_\_\_\_\_

Location: \_\_\_\_\_

## REASON FOR PROPOSED REQUEST

Please select the category that would best apply and provide a brief explanation that applies to the honoree of their impact on a local, state or national level. Not all criteria will be applicable with each request. Additional information including letters, signatures, documents etc. can be attached with the application.

Category of Request:

Cultural

Historical

Humanitarian

Significant Lineage

Distinguished Career

## GEOGRAPHIC AFFILIATION

Please provide a brief explanation of the relationship between the area of the requested honorary designation and the honoree's impact.

## OFFICIAL USE ONLY

### Signatures of Approval

Additional Comments \_\_\_\_\_

Council : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sign Description \_\_\_\_\_

Mayor: \_\_\_\_\_

\_\_\_\_\_

# of signs \_\_\_\_\_ Recommendation:  Approve  Deny

COMMUNITY DEVELOPMENT: \_\_\_\_\_

City of Locust Grove, Georgia  
Community Development - Administration  
P. O. Box 900  
Locust Grove, GA 30248

OFFICE: (770) 957-5043

<b>Fees</b>	Date Received: _____
<input type="checkbox"/> Application:	\$250
<input type="checkbox"/> Administrative: Signs: _____ @ _____:	\$ _____
<input type="checkbox"/> Administrative: Signs: _____ @ _____:	\$ _____
Total: (Waived?)	\$ _____