

# NAMING/RENAMING REQUEST

## Administration – Public Works – Community Development

### Naming/Renaming - 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 Community Development Department administers the program. The sign will be given to the individual that applied for the naming unless renewed. Such designations will be determined on a case by case basis. A completed application, a non-refundable application fee of \$150 must be submitted prior to approval. If approved, additional fees shall be submitted to cover the costs of the manufacture and placement of street signs unless otherwise waived by the Mayor and City Council.

### **Naming Criteria**

The Naming request will be presented before the Mayor and City Council for final approval if all criteria are met:

- The first criteria relate 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:
  - Acts of heroism, valor or self-sacrifice;
  - Outstanding military accomplishment;
  - Acts of national or local humanitarianism;
  - Outstanding record of civil service with historic, critical and/or cultural significance; and/or
  - Professional accomplishment which greatly impacted the public good/welfare
- The second criteria relate 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 relate to the life of the honoree. If he/she is still living, the Mayor and City Council member can only initiate the request. Naming roads after individuals is only permitted for honorary purposes unless the person holds state/national significance.

### **The Process**

- Complete a Designation Application. Individual letters of support are encouraged and should be included.
- Submit to COMMUNITY DEVELOPMENT for review to ensure criteria are met and fee verification.
- If approved & fees received, the application is returned to the applicant for a signature from at least one member 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 meeting.
- 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 name designation. There will only be one designation per location. Honorary street 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.

Ceremonies can be planned by the requestor by obtaining the necessary permits and scheduling with the Mayor, City Council or staff they would like to attend. There will be a limit of five (5) designations per calendar year.

### Public Hearing and the Locust Grove City Council

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

### Sign Installation

If the naming / honorary naming 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.

**NAMING/RENAMING REQUEST**  
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: \_\_\_\_\_ Ownership: \_\_\_\_\_ Name of Honoree: \_\_\_\_\_  
 Road  Public  
Living Individual:  Private Location: \_\_\_\_\_  
 Yes  No  State

**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:

Heroism       Military       Humanitarian       Historic/Cultural       Public Impact/Welfare

**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**

Additional Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Sign Description \_\_\_\_\_  
\_\_\_\_\_  
# of signs \_\_\_\_\_ Recommendation:  Approve  Deny

**Signatures of Approval**

Council : \_\_\_\_\_  
Mayor : \_\_\_\_\_  
COMMUNITY DEVELOPMENT: \_\_\_\_\_

City of Locust Grove, Georgia  
Community Development - Administration  
P. O. Box 900 OFFICE: (770) 957-5043  
Locust Grove, GA 30248

<b>Fees</b>	Date Received: _____
<input type="checkbox"/> Application:	\$150
<input type="checkbox"/> Administrative: Signs: _____@_____:	\$ _____
<input type="checkbox"/> Pub Works: Signs: _____@_____:	\$ _____
Total:	\$ _____