

Application Form Instructions

It is the desire of the City of Rockford to provide appropriate opportunities to honor and memorialize citizens that have made outstanding contributions to the nation, state, city and community. The City encourages this recognition through donations to programs and projects, proclamations, naming of neighborhood and community festivals, planting trees or other living memorials, pieces of art and lastly honorary designation of streets.

As a general policy, a public street should be named after its principal function, its location, or its historic reference. However, an honorary designation may be made for an important community event, organization or a well-known person whose contribution to the community or the nation is directly related to the public right-of-way.

A public right-of-way is a dedicated street, highway, alley, bridge or other access route used as an official address by adjacent property. A public right-of-way may be considered for an honorary designation upon the filing of an application and approval by the City of Rockford City Council

Filing Procedure

1. The application for nomination shall be filed with the Mayor's Office and shall include:
 - A. The signature of an Alderman of the City Council or the Mayor.
 - B. A statement citing the reasons for the designation detailing the significant contributions or significance of the designation and the desired length of time the designation shall be in effect.
 - C. An application fee of \$250.00 is required with the filing of an application.

Honorary Designation Criteria

2. Honorary designations shall meet the following criteria:
 - A. The designation shall be confined to the public street within the vicinity of the home, business or location associated with the person or event.
 - B. The designation shall not be an Arterial Street as listed on the Rockford Area Transportation Study.
 - C. There shall be only one honorary designation per public street.
 - D. An important community event, organization or well-known person is:

1. 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.
2. A person who has made specific and sustained contributions to an organization located in or in proximity to the public street.
3. A person, or entity who has demonstrated vigilance in changing the nature and characteristics of the specific neighborhood, community or city.
4. 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 street, i.e. lived, worked, went to school, etc. at the location specified. Only one honorary designation shall be permitted for each public street. Preference shall be given to intersections and other limited locations. Locations shall be limited to no more than three blocks, such as the block where the person lived and two adjacent street segments associated with the recognition.

4. The proposed designation shall be forward to the Code & Regulations Committee for consideration, and, if approved, to the City Council.
5. Signage for an honorary designation should not compete with the official designation of the public street. 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 6.5 inches by 42 inches.
6. Upon the expiration of the honorary designation the Department of Public Works shall remove the signage and make the signs available to the applicant.

Application for Honorary Street Name Designation

(Must be typed or printed legibly in black ink)

Please Read Instructions Carefully Before Completing Form

To: the Mayor of the City of Rockford

Applicant Name (Contact Person): _____

Address: _____

Telephone Numbers: (Day) (Evening) _____ _____

Honoree Information:

Name: _____

Address: _____

Proposed Street Name Designation: The designation shall be confined to a Street within the vicinity of the home, business or location associated with the person.

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. Attach a detailed resume or reasons for designation.

Endorsement:

(The designation application must be signed by the Mayor or an Alderman of the City Council.)

Mayor

Alderman of the _____ Ward

Attachments:

1. Map specifying location.
2. Attach detailed resume or reasons for designation.
3. An non-refundable application fee of \$250.00 is required with the filing of an application.