



PUBLIC WORKS

DATE:

March 4, 2024

HONORARY STREET NAME SIGN POLICY

Definition:

Honorary street name signs are signs posted above standard city street name signs and are intended to recognize and honor an individual or centenarian service organization for a period of time without changing the official name of the street or the official addresses of residences and businesses on the street.

Description:

The honorary sign is of a similar size and shape as a standard street name sign. The honorary signs will be white legend on a blue background to meet federal standards. Only one honorary sign will be allowed at an intersection. Honorary street sign nominations will be limited to no more than one mile and a maximum of 4 signs within that mile.

Public vs Private Streets:

This policy applies to all public streets in the City of Tulsa. It does not attempt to regulate honorary street names on private streets and driveways.

Nominations for Honorary Signs:

Nominations shall be made in writing (letter form) to the City's Traffic Engineer describing the details of the intersection location and the suggested honorary name. A justification for the honorary designation shall also be provided. The nomination shall also include a map marked with the locations being suggested for consideration. Nominations must be sent to the following address for consideration:

City of Tulsa
Attn: City Traffic Engineer
4015 N. Harvard Avenue
Tulsa, OK 74115

Qualifications for Honorary Recognition:

This City of Tulsa honor is reserved for a person or organization that has made a positive impact through community involvement and demonstrated an extraordinary and consistent voluntary commitment and dedication to the community or has in another way contributed significantly to the betterment of the City of Tulsa.



PUBLIC WORKS

Individual honorees must be a current City of Tulsa resident or must have been a resident when they died. Family tributes or commercial /corporate related recognitions do not qualify.

Non-profit organizations that have had a physical presence for a minimum of 100 years in the City of Tulsa and are currently providing a beneficial service to the citizens of Tulsa may also be nominated. The organization must possess a current 501C3 status with the Internal Revenue Service (IRS). The City will verify 501C3 status and year of formation by reference to the most current IRS form 990.

This program is not intended to establish a public forum for honorary street signs. Such an honor is extended only by and at the sole discretion of the City of Tulsa and may be withheld or rescinded for any reason in the discretion of the authorized City officials.

If the nomination is approved and the City, in its sole discretion, extends the honor, the City's designation will be for up to a 10-year period. After 10 years, the signs will be removed and will require a new nomination for consideration. The City reserves the right to discontinue any honorary sign at any time and for any reason. The signs remain the property of the City of Tulsa.

Cost:

A financial sponsor for each and every sign must be identified in the sign nomination. Each sign approved shall be assessed a cost of \$250, payable to the City of Tulsa, which will cover the cost of nomination review, design, fabrication, and installation. If multiple sign locations are suggested and approved, each individual sign location shall be assessed a cost of \$250. If a sign is damaged during the 10-year period and requires replacement, the sponsor will be notified and will be extended an opportunity to pay \$100 for the replacement. If the sponsor does not pay for the replacement of a damaged sign within 30 days of notification, the sign will be removed.

Renewals:

Renewals, if desired at the end of the ten-year period, will be handled like new nominations with all applicable rules and costs in effect at that time.



PUBLIC WORKS

Appeals:

Decisions made by the City Traffic Engineer in the process of administering and interpreting this policy may be appealed in writing to the Public Works Director. Appeals must be sent to the following address for consideration:

City of Tulsa
Attn: Public Works Director
175 East 2nd Street, 13-034
Tulsa, OK 74103

The Policy is approved by the following on the date noted and will stay in effect until either the policy is revoked or updated. The policy is enforced on the date it is signed below.

1898 * 1898

Kent W. Keuff
City Traffic Engineer

3-4-24
Date

TUL * USA

T. Bell
Public Works Director

3-4-2024
Date

City of Tulsa
Honorary Street Sign Program Nomination

1. Nominator's Contact Information -

- a. Nominator's Name _____
- b. Organization/Company _____
- c. Street Address _____
- d. City/State/Zip Code _____
- e. Telephone _____
- f. Email _____

2. Name of Honoree - _____

3. Required Submittals –

- a. A typed qualification statement containing no more than 500 words describing the significance of the person or non-profit organization being honored. Information required is included in the Qualifications for Honorary Recognition section of the Honorary Street Name Sign Policy. The statement should include why the street location(s) was selected by the nominator on behalf of the honoree.
- b. Map marked with the location(s) being requested.

4. Signature of Nominator –

My nomination consists of the following items necessary for a complete application.
Please check:

- Completed Nomination Form
- Attachment of qualification statement of the person/non-profit organization being requested
- Location Map

Signature: _____ Date: _____

Printed Name: _____