

City of Oklahoma City
Honorary Street Sign Program
INSTRUCTIONS AND APPLICATION

Rev. December 18, 2023

HONORARY STREET SIGN PROGRAM

The Honorary Street Sign Program gives individuals or groups the opportunity to designate a street within their community/neighborhood honoring an outstanding citizen who has made a significant positive impact on the community.

The City's approval process for honorary street signs as outlined in this application covers only those signs to be placed above a City-maintained post-top street marker assembly or attached to a traffic signal pole. Upon approval of the application, applicants are responsible for paying the City for the fabrication and installation of the honorary street sign(s).

HONORARY STREET SIGNS

Honorary street signs produced and installed by the City are 30" wide, 9" tall and fabricated from 0.100" thick sheet aluminum. A maximum of one honorary street sign, whether post-top mounted or pole mounted, is allowed per intersection. The City's honorary street signs are fabricated with a brown background and white lettering and will only bear the given name of one person. Credentialed and/or professional titles such as Dr., Rev., Hon. etc. are not used on honorary street signs. Signs will bear the legend, "Honorary" to indicate the purpose of the sign and help keep it from being confused for the name of the street. An example of an honorary street sign as set forth under this policy is illustrated below.



City of Oklahoma City
Honorary Street Sign Program
INSTRUCTIONS AND APPLICATION

Rev. December 18, 2023

HONORARY STREET SIGN FOUR STEP PROCESS

Step 1. Demonstrate the person meets program eligibility.

The honorary street sign program was created as a means to publicly honor people who have made a significant positive impact in or for Oklahoma City. To establish eligibility, a written account of the individual's positive impact in or for our city or any of its civic organizations or for the community at large is required. The narrative should include as much biographical information as possible because this associates the location or locations selected to the person.

Step 2. Determine the intersection for the honorary street sign and provide a signed statement of no objection from the resident or business at the corner.

The location selected (honorary signs can be placed at more than one location) needs to be connected in a tangible way to the person being honored. For example, a civic leader may be recognized by having an honorary street sign placed at the corner closest to the honoree's birthplace, residence, workplace or other location significantly connected to the honoree. Remember when considering locations that honorary street signs are mounted above existing City street marker assemblies or attached to existing City traffic signal poles. Provide a map showing the locations. A signed statement of no objection from the resident or business at every corner where an honorary street sign is required. A form for this purpose is provided for your use.

Step 3. Assemble your documentation and send your completed application including and \$50.00 application fee to:

Oklahoma City Public Works Department
Traffic Services Division
James D. Couch Municipal Building
420 W Main Street, Suite 600
Oklahoma City OK 73102
Attn: City Traffic Engineer

Traffic Services Division staff will review the application for conformance with the requirements of the program. The City of Oklahoma City reserves the right to refuse approval of an application for any reason.

Step 4. Once your application is approved, you will be contacted and asked to remit the fabrication and installation fee. There is a \$150.00 fabrication and installation fee per honorary street sign installed. The fee covers the cost of the sign materials and its production, mounting hardware (for any type of installation) and installation costs. Honorary street signs remain the property of the City of Oklahoma City. The City of Oklahoma City reserves the right to remove honorary signs that are damaged, faded and/or for any reason and is not responsible for the replacement of honorary street signs under any circumstances.

**City of Oklahoma City
Honorary Street Sign Program
INSTRUCTIONS AND APPLICATION**

Rev. December 18, 2023

HONORARY STREET SIGN PROGRAM APPLICATION

APPLICANT INFORMATION

Name of person(s) responsible for application

.....

Physical mailing address

.....

Full mailing address – City, State, Zip Code

Email address

.....

Phone number

.....

Provide phone number(s) where you can be reached during normal business hours

Name of Honoree

.....

ATTACHMENTS

- Written account of the individual’s positive impact in or for our city or its civic organizations or for the community at large. Please include as much biographical information as possible. The information is necessary to associate the locations where signs are requested to the individual being honored.
- Map showing the intersection and corner where the honorary sign is requested.
- Signed statement of no objection. A signed statement of no objection is required from the resident or business at every corner where an honorary sign is requested.
- \$50.00 Application fee

Submit completed applications to:

Oklahoma City Public Works Department
Traffic Services Division
James D. Couch Municipal Building
420 W Main Street, Suite 600
Oklahoma City OK 73102
Attn: City Traffic Engineer

**City of Oklahoma City
Honorary Street Sign Program
INSTRUCTIONS AND APPLICATION**

Rev. December 18, 2023

ADMINISTRATIVE REVIEW – for staff use only

Application Conformance Review :

- Biographical narrative
- Intersection and location map (for _____ signs)
- Signed statement(s) of no objection for every location
- \$50.00 application fee

Traffic Services Division

Review Date

Application Approved :

City Traffic Engineer, Traffic Services Division

Approval Date

Fabrication/Installation Fee Payment :

- Fee for _____ locations at \$150.00 per sign = \$ _____

Traffic Services Division

Receipt Date

**City of Oklahoma City
Honorary Street Sign Program
INSTRUCTIONS AND APPLICATION**

Rev. December 18, 2023

STATEMENT OF NO OBJECTION

We, the undersigned, have no objection to a street sign honoring _____
being installed above the street name signs at the corner where we reside.

Resident Information

Name (signature) _____

Name (printed) _____

Address _____

Phone Number (optional) _____