



## **CITY OF GREEN COVE SPRINGS**

### **POLICY FOR THE HONORING OR MEMORIALIZING OF CITY STREETS AND PUBLIC FACILITIES**

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#### **PURPOSE:**

The purpose of this policy is to establish a consistent method for the official honoring / memorializing of City streets and public facilities in the interest of the health, safety, and welfare of all City residents.

**At no time will petitions to rename City streets or parks be considered. However, consideration of petitions for the honoring or memorialization of City streets and public facilities may be given.**

#### **OBJECTIVE:**

1. Ensure that City street and public facilities are easily identified and located.
2. Ensure that the honor or memorialization of City streets and public facilities is consistent with the values and character of the City or neighborhood served.
3. Encourage public participation in the honoring or memorializing ceremony of City streets and public facilities.
4. Encourage the dedication of lands, facilities, or donations by individuals and/or groups.

#### **DEFINITIONS:**

City "streets" and "public facilities" shall include all property assets under the City of Green Cove Springs ownership and control, including buildings, structures, open spaces, public parks, natural areas, wetlands, environmental habitat and land.

"Unique contributions" shall mean outstanding, invaluable civic service; actively involved in community groups, clubs or boards; letters received from clubs or organizations as to contributions; received public recognition; or raised public awareness of issues that directly affect and support the quality of life in Green Cove Springs.

#### **CRITERIA:**

The following criteria shall be used, as applicable in each given situation, in determining the appropriateness of the honoring or memorialization of a City Street or public facility:

1. Neighborhood or geographical identification; or
2. Natural or geological features; or
3. A place of historical, cultural, or regional significance.

Public facilities may be named after a deceased person provided that he/she made a unique contribution to public service and the community at large, and that he/she resided in the corporate limits of Green Cove Springs for a minimum of ten (10) years, however if in the judgement of the Mayor and Council the impact he/she made was of such significant positive impact that it be considered on a case-by-case basis in lieu of the required residential requirement of a minimum of ten (10) years.

The process to honor or memorialize City streets and public facilities should begin no less than three (3) months prior to a planned dedication ceremony.

Names that are similar to existing public facilities should not be considered in order to minimize confusion.

Any resident of the City may submit a suggested name to be honored or memorialized on a City street or public facility, to the City Manager's office for research and ultimate consideration by the City Council.

#### **PROCEDURES: HONORING OR MEMORIALIZING CITY STREETS AND PUBLIC FACILITIES**

1. The nominator shall complete in its entirety the *Honoring or Memorializing of City Streets and Public Facilities* application form.
2. The Application and Description form shall be submitted to the City Manager's Office no less than three (3) months prior to the scheduling of any dedication ceremonies.
3. The Application to honor or memorialize a City street or public facility shall indicate how the proposed request is consistent with the criteria listed in these Guidelines.
  - (a) When suggesting the name of a deceased person for the City street or public facility, the nominator should describe the unique contributions to the City made by the nominee.
  - (b) Written documentation of approval of the nominee's next of kin will be required prior to City Council action.
  - (c) The City Manager's Office will conduct any applicable research regarding the nominee and schedule consideration of the nomination before the City Council.
4. Once proper research and information verification of the nominee is completed, the City Manager's Office shall notify the nominator of the approval to move forward in the process or denial of the request.
5. If approved, the nominator shall be responsible for the cost of the signs, i.e., "In Honor Of" or "In Memory Of". The cost shall be the exact cost to the City of Green Cove Springs for producing the signs and the labor for the City staff to install them. All charges are due and payable in advance. The City Manager's Office will provide a cost estimate after review of the application.



## **CITY OF GREEN COVE SPRINGS**

### **APPLICATION FOR THE HONORING OR MEMORIALIZING OF CITY STREETS AND PUBLIC FACILITIES**

**Return all completed application(s) to the City Manager's Office  
City of Green Cove Springs, 321 Walnut Street, Green Cove Springs, FL 32043**

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Applicant Name:	
Mailing Address:	
Phone Number:	
E-mail Address:	

Please provide the following information:

- a. Location of the requested "In Honor Of" or "In Memory Of" sign (Attach a property appraiser parcel map which shows the entire length of the street):

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- b. Name of the Subdivision/Development where the street is located; if applicable:

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- c. Name of the person to be Honored or Memorialized:

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Signature:\_\_\_\_\_

Printed Name:\_\_\_\_\_

Date of Application:\_\_\_\_\_

Please attach the form describing in detail the unique contributions to the City made by the nominee.

