CITY OF BARTLESVILLE
ADMINISTRATIVE POLICY FOR
HONORARY NAMES ON CITY STREETS

- A written request, using the attached application form, shall be made to the City Traffic Engineer specifying the desired location and proposed honorary street name.
- The City Manager will consider the request, after consulting the emergency services, planning and engineering departments and either deny the application or present it to Council for consideration. The City Manager will provide correspondence regarding the decision within 30 days of receipt of the request.
    - This method of honoring individuals or groups is reserved for those having City wide impact or fame. Individual family tribute or commercial and corporate related recognition does not qualify.
- If the request is denied, no further action will be taken. If the request is presented for Council consideration, a resolution for the proposed honorary street name shall be approved.
- If approved by Council, the honorary name shall be a supplemental sign attached to the top of the existing street sign assembly. The honorary name supplemental sign shall have a blue background and be in accordance with the latest edition of the Manual of Uniform Traffic Control Devices for a supplemental/guide sign. The requestor shall bear the full cost of all materials, fabrication, installation and maintenance (including replacement costs if damaged) of the supplemental honorary street name sign. If a different sign post assembly is required to accommodate the honorary name sign, the requestor shall bear the full cost of the material, and labor to install. The cost to accommodate this honorary sign shall be provided to the applicant and once these funds are received, the City will move forward with the fabrication and installation of the honorary street name sign.
- If the honorary street name sign is vandalized or damaged after installed, the City shall provide correspondence to the applicant on the damage and the needed funds to replace. Once these funds are received, the City will proceed with the replacement of said honorary street name sign. Note the corresponded cost shall only be for the honorary sign and not the post, foundation or other street/supplemental signs on the assembly.

Approved this _____ day of February, 2023, by City Manager Mike Bailey.

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Mike Bailey