



City of Detroit
Office of the City Clerk

Application for the Establishment of a Secondary Street Sign

This is the Application Packet for establishing a Secondary Street Sign in the City of Detroit during the **2024 cycle**.

The packet includes the following Pages/Sections:

- Petitioner, Fee, Proposed Honoree, and Street Intersection Information
- Criteria and Document Descriptions
- Copy of Ordinance 2019-44, governing the Establishment of Secondary Street Names

The application submission period is from **May 22, 2024 – July 1, 2024**.

Applicants are required to submit a preliminary application to the Historic Designation Advisory Board, who will assess if the application is complete and the honoree is eligible.

From July 1 – August 31, 2024, the Historic Designation Advisory Board Staff will review completed applications and their supporting documentation. Completed and eligible petitions will have a public hearing scheduled before the City Council's Planning and Economic Development Standing Committee between September through November 2024. No more than five eligible petitions will be selected by City Council during the 2024 cycle.

If you have any questions regarding the review process, please contact the Legislative Policy Division at (313) 224-6225.

For questions regarding submitting the application, please contact the Office of the City Clerk at (313) 224-3260.

Sincerely,

Janice M. Winfrey
City Clerk

Required Petition Signatures

The petitioner **MUST** first obtain signatures from two-thirds of those who own or occupy property within 300 linear feet of the proposed intersection. Only the official petition form from the City Clerk is accepted. The Historic Designation Advisory Board (HDAB) will verify signatures within two weeks of receipt of the signature petition form and notify the petitioner if their petition was rejected due to lack of required signatures or if the signatures were accepted. An application without verified signatures is considered incomplete and will not be presented before the City Council. We highly recommend discussing your application and the signature process with HDAB staff before submitting your application and paying the **non-refundable** application fee (\$675). **Applications sponsored or co-sponsored by a City Council Member are not required to obtain signatures.**

Secondary Street Sign Fees

Application Fee:

- \$675 - General Application Fee rate
- \$400 - City Council sponsored or co-sponsored rate

After the completed application has been assigned a Petition Number by the Clerk's Office, the petitioner must bring receipt of the Petition Number to the Legislative Policy Division to pay the application fee. An application is incomplete and will not be processed until the application fee has been paid. Applications and fees are accepted from January to June of each cycle. **The application fee is nonrefundable.**

The application fee can only be paid via check made out to the "City of Detroit." They must be taken to the Legislative Policy Division at 2 Woodward Ave, Suite 208.

Installation Fee:

- \$400 - for the production and installation of signs

Installation fee is only paid for successful applications that are awarded a secondary street sign. This payment will be made to the Department of Public works after the City Council has made a resolution awarding the sign after the public hearing in the fall (typically October or later).

Criteria and Documents Description

During the review of a proposed Secondary Street Sign, the Legislative Policy Division will review all documentation submitted by the petitioner, and prepare and submit a report of its findings as to whether the proposed secondary street sign meets the following required criteria:

- The proposed honoree positively reflects or exemplifies the cultural, social, economic, or political history of the City, State, Nation, or World;
- The proposed honoree was a resident of the City for a cumulative time of not less than ten (10) years;
- The proposed honoree either has been deceased for a period of not less than five years, or is otherwise eligible for an exception to such requirement pursuant to Section 43-3-41(c)(3) of the 2019 Detroit City Code; and
- The proposed location of the secondary street sign bears a clear association with a site, building, structure, or event directly related to the proposed honoree.

The Petitioner must provide the following information as attachments to the petition:

- Information pertaining to the proposed honoree, including a biography, honors received, contributions to the Local, State, National, or International community, and other information that is sufficient to accurately assess the satisfaction of the criteria provided in Section 43-4-41 of this Code;
- A letter of concurrence from either the proposed honoree's surviving spouse or living descendants, if any such persons are practically accessible and able to provide such letter of concurrence;
- The proposed location for the installation of the Secondary Street Sign consistent with Section 43-3-42 of this Code, including a map of the area of the proposed location;
- Information that is sufficient to accurately assess the appropriateness of the secondary street sign for the proposed location (i.e. why the location is significant and appropriate);
- A non-refundable \$675.00 application fee must be paid to Legislative Policy Division after receiving a Petition Number from the Clerk's Office. The application fee will not be accepted until a Petition Number has been filed.

Procedure for City Council members. Council Members may initiate a Secondary Street Sign application based on the criteria set forth in Section 43-3-61.

- Council member shall forward a request in writing for consideration to LPD/HDAB
- Council member in the written request shall provide the following:
 - Bio, honors, contributions to local state, national, international community
 - Letter of concurrence from proposed honoree spouse, surviving spouse, family member
- If the proposed honoree is alive or has been deceased for less than 5 years and does not satisfy the criteria provided in Section 43-3-41(c) (3)a:
 - Three separate letters of support from at least 3 council members including the City Council member who submitted the request.
 - If sponsored by a Council member, the non-refundable application fee is \$400.00 and must be paid to make the application complete.
- The proposed location of the Secondary Street Sign must bear a clear association with a site, building, structure, or event directly related to the proposed honoree.

Petitioner Information

Please include the names of all applicants. This should include the Council Member name if the application is City Council Member sponsored/co-sponsored.

Petitioner Name:

Co-Petitioner Name:
(Optional)

Organization:
(Optional)

Full Address:

Email:

Phone:

Street Sign Honoree Information

Honoree Name:

Years of Residency in Detroit:

Date of Death: *

If applicable, death exception:

Proposed Intersection Information

Please attach a map indicating the proposed intersection to the application. Only one intersection can be designated per honoree.

Street Receiving Secondary Name:

Intersecting Street:

* Sec. 43-3-41 of the City Code requires that the honoree must be deceased for a period of not less than five years, unless the person is deceased, and (1) held a public office in the federal government; (2) died, or sustained an injury that caused death, while performing his or her duty as a police officer, firefighter, or member of the emergency medical services for the City; or (3) served as a member of the United States Armed Forces, including the reserve components, and was discharged or released under conditions other than dishonorable, or died while on active duty in the United States Armed Forces.

For petitions sponsored or co-sponsored by a City Council member, Sec. 43-3-41 allows for an exemption if the honoree is either alive or deceased; and (1) the secondary street sign is requested by a City Council member pursuant to the procedure provided in Subdivision C of Sec. 43; and (2) separate letters of concurrence from at least three City Council members, including the City Council member who submitted the request, describing the particular circumstances, which justify exempting the proposed honoree from the requirement that an honoree be deceased for a period of not less than five years, are attached to the request when forwarded to the Legislative Policy Division.

Supplemental Application Materials Checklist

Attach the following materials to complete the application.

Petition signatures of at least two-thirds of owners and occupants within 300 feet of the proposed sign location. *This is not required for City Council sponsored petitions.*

Honoree information: biography, honors, list of community contributions, etc.

Letter(s) of support from surviving spouse or living descendants (if practically accessible)

Proposed location information: map, photos, association with honoree, etc.

Evidence for death exception. Only required if honoree has been deceased for less than five (5) years and meets an exception listed in Sec. 43-3-41(c)(3)(a) of the ordinance.

Application Fee: \$675 for Petitioners, \$400 for City Council Petitions. Please note, application fee is paid to the Legislative Policy Division after the completed application is submitted to the Office of the City Clerk and a petition number is assigned. Checks must be out to the "City of Detroit."

City Council Petitions Only. **Signed letter of petition request** from the City Council Member who is sponsoring or co-sponsoring the petition request.

City Council Petitions Only. In the case that the honoree is alive or deceased for less than five years and does not meet the exception criteria, **three (3) separate letters of support from City Council members** (including the member who submitted the petition) explaining the circumstances that justify exempting the proposed honoree from the requirement.

A completed application includes filling out the required fields within this form, attaching the necessary supplemental materials listed above to the application packet, and paying the non-refundable application fee. The Office of the City Clerk will accept the completed application form and required supplemental materials. They will then provide the petitioner with a petition number. The petitioner must then take a copy of the petition number to the Legislative Policy Division (2 Woodward Ave., Suite 208) to pay the non-refundable application fee. LPD will provide the petitioner with a receipt.

Applicants are highly recommended to contact the Historic Designation Advisory Board, who is responsible for reviewing application eligibility, before completing the application to ensure the honoree is eligible and to understand the application process and requirements. Any application fees paid are non-refundable and will not be refunded if the honoree is deemed ineligible or is not awarded a Secondary Street Sign by City Council.