

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 **2025 cycle**.

The packet includes the following:

* Application process and fee information
* Application requirements
* Honoree eligibility requirements

The application submission period is from **January 1 – June 30, 2025**.

Applicants are required to first submit a preliminary application to the Office of the Historic Designation Advisory Board, which will assess if the application is complete and the honoree is eligible. After approval is received, applicants can officially submit their full application to the Office of the City Clerk.

From July 1 – August 31, 2025, Historic Designation Advisory Board Staff will

review completed applications and their supporting documentation. Completed

and eligible applications will have a public hearing scheduled before Detroit

City Council's Planning and Economic Development Standing Committee

between September through November 2025. A formal vote by the City Council will follow the public hearing. **No more than five eligible applications will be selected by the City Council for the 2025 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) 224-3270.

Sincerely,

Janice M. Winfrey

City Clerk

**Application Process & Fees**

**Application Process:**

1. Reach out to the Historic Designation Advisory Board office (HDAB) regarding application interest and confirm eligibility.
2. Gather required signatures for the official petition. *Signatures are not required for City Council sponsored applications.*
3. Complete and submit a preliminary application to HDAB. HDAB staff will review it for eligibility and completeness. After the application is deemed complete, HDAB will provide a cover letter that is required to officially submit the application.
4. Submit official application with a cover letter to the City Clerk's Office.
5. The City Clerk’s Office will provide the applicant with a petition number.
6. Pay the non-refundable application fee to the Legislative Policy Division (must have petition number).
7. Support your honoree at the public hearing and City Council vote in the fall!

**Secondary Street Sign Fees**

* Application Fee: $675 General Rate | $400 City Council Rate
* Installation Fee: $400 - for production and installation\*

The application fee must be paid via check made out to the "City of Detroit." Checks are submitted to the Legislative Policy Division at 2 Woodward Ave, Suite 208. **Application fees are non-refundable.** Only completed applications with a petition number can submit an application fee.

Checks must be submitted by **June 30, 2025, by 2 pm** to be considered completed.

Applications that are not awarded a secondary street sign will automatically have their application **rollover for up to five (5)** total review cycles. After the fifth review cycle, a new application and paid fee are required to be considered again.

\*An additional fee for the installation of the secondary street sign is required for successful applicants. HDAB staff will communicate detailed instructions regarding this process after an application is approved by the City Council. The payment will be made to the Department of Public Works after the City Council has issued a resolution – typically October or later.

**Honoree Eligibility**

**Honorees must meet the following required criteria:**

* Positively exemplifies the cultural, social, economic, or political history of the city, state, nation, or world;
* A Detroit resident or buried in Detroit for a cumulative time of not less than ten (10) years;
* 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.

**Death Requirement Exemptions:**

[Sec. 43-3-41](https://library.municode.com/mi/detroit/codes/code_of_ordinances?nodeId=CICOCH21--43_CH43STSIOTPUPL_ARTIIIOPCLEXWIVANARESTASSENAST_DIV3SENAST_SDAGE_S43-3-41ASSESTSIPE) 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

* held a public office in the federal government;
* 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**
* 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](https://library.municode.com/mi/detroit/codes/code_of_ordinances?nodeId=CICOCH21--43_CH43STSIOTPUPL_ARTIIIOPCLEXWIVANARESTASSENAST_DIV3SENAST_SDAGE_S43-3-41ASSESTSIPE) 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 death requirement and are attached to the application.

**Application Requirements**

**Petition Signatures:**

* *Note: Applications sponsored or co-sponsored by a City Council Member are not required to obtain signatures.*
* After confirming honoree eligibility with HDAB staff, applicants **MUST** first obtain signatures from two-thirds of those who own or occupy property within 300 linear feet of the proposed intersection of the sign location.
* Only the official petition form from the City Clerk is accepted. This is a separate form to capture the required signatures. Available online through HDAB or in the City Clerk’s Office.
* HDAB will verify signatures within two weeks of receipt of the signature petition form and notify the applicant if their petition form 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.
* Petitioners are encouraged to discuss their application and signature petition with HDAB staff well in advance of submission.

**Application must provide the following as attachments:**

* Signatures of two-thirds of owners or occupants within 300 linear feet of the proposed location.
* Information pertaining to the proposed honoree, including a biography,
* Honors and contributions to the local, state, national, or international community and any other relevant information.
* A letter of support from either the proposed honoree's surviving spouse/partner or living descendants if any such persons are practically accessible and able to provide a letter.
* The proposed location for the installation of the Secondary Street Sign, including a map of the area and information that explains the appropriateness of the proposed location. It must bear a clear association with a site, building, or event directly related to the proposed honoree.

**Procedure for City Council members only:**

* Signed letter from the City Council member to HDAB requesting to be a sponsor or co-sponsor on the application.
* Honoree information, letter of support, and proposed sign location information as described above.
* If the proposed honoree is alive or has been deceased for less than five (5) years and does not satisfy the criteria provided in Section 43-3-41(c) (3)a:
* Separate letters of support from at least three (3) City Council members, including the City Council member who submitted the request describing why the honoree should be exempted.

**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:

Organization (*optional*):

Mailing Address:

Email:

Phone:

**Honoree Information**

Honoree Name:

Years of residency in Detroit:

Years buried in Detroit:

Date of death:

If applicable, death exception:

**Proposed Intersection Information**

*Please attach a map marking the proposed location and provide photos of the intersection.*

Intersection Location (list two intersecting streets):

How is the location related to the honoree:

Is there a current secondary street sign at this location:

Requested text for sign. Limited to 20 characters. (i.e. Jane Doe Street)

**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/partner or living descendants (if practically accessible)

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

**[ ]  Evidence for death exception**. Only required if honoree is living or 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, the 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 thanfive 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.