

Janice M. Winfrey
City Clerk

City of Detroit
OFFICE OF THE CITY CLERK

Andre P. Gilbert II
Deputy City Clerk

Application for the Establishment of a Secondary Street Name

To Whom It May Concern,

The following is the Application Packet for the Establishment of a Secondary Street Name in the City of Detroit.

The packet includes the following Pages/Sections:

- Petitioner Information Form
- Criteria and Documents Description
- Signature Pages
- Receipt of Application Fee Payment (\$675.00 Application Fee)
- Copy of Ordinance 2019-44, governing the Establishment of Secondary Street Names

The Application submission period is from **January 1 – December 31** each year beginning **January 1, 2021**.

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

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

Sincerely,

Janice M. Winfrey
City Clerk

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Petitioner Information Form

Please provide the following information for the processing of your petition by the Office of the City Clerk.

Petitioner Name: _____

Organization: _____

Address: _____

(City/State/Zip) _____

Phone: _____

Email: _____

Requested Intersection Information

(Please attach a map of the intersection to the application):

Street receiving Secondary Name: _____

Intersecting street: _____

Please note

Petitioner **MUST** obtain signatures from all residents within **300 linear feet** of the proposed intersection for the application and have paid \$675.00 Application Fee to the Legislative Policy Division at time of application

2 Woodward Ave. Coleman A. Young Municipal Center Rm. 200, Detroit, MI 48226

(313) 224 - 3260 | Fax: (313) 224 - 1466

Criteria and Documents Description

During the review of a proposed Secondary Street Name, 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 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 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 attachment 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; and
- Proof of payment of the \$675.00 application fee.

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Receipt of Application Fee Payment

Please fill out the following information:

Petitioner Name: _____

Organization: _____

Address: _____

(City/State/Zip) _____

Phone: _____

Email: _____

Signature of Petitioner: _____

For Legislative Policy Division Use Only

This receipt is to affirm that the above listed Petitioner has submitted **\$675.00** in payment for the Application Fee for the Establishment of a Secondary Street Name on:

_____ (Today's Date).

Please find attached a photocopy of the check submitted to the Legislative Policy Division for the purpose stated above.

Signature of LPD Representative

Printed Name of LPD Representative

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