



HONORARY DESIGNATION REQUEST

Information Technology – GIS Division

Honorary Road Naming - General Guidelines

The Honorary Designation Program allows citizens the opportunity to honor people that have made significant contributions to the Augusta-Richmond County community. The program is administered by the GIS Division. Honorary road names will be displayed for a ten (10) year period. The sign will be given to the individual that applied for the naming unless renewed. Road designations will be determined on a case by case basis. A completed application, a non-refundable application fee of \$250 and administrative fees (for sign manufacturing and installation) must be submitted prior to approval.

Naming Criteria

The Honorary request will be presented before the Commission for final approval if all criteria are met:

- The first criteria relates to the type of impact the honoree may have or had to the community. The honoree should have met or currently meets at least one of the following:
 - A Cultural impact
 - A Historical impact
 - Humanitarian efforts
 - Significant lineage
 - Distinguished Career
- The second criteria relates to the geographical area. The designation shall be confined to the road within the vicinity of the home, business, or location associated with the honoree chosen. If this road already carries an honorary name, which differs from a historical name, no additional honorary name shall be assigned.
- The third criteria relates to life of the honoree. If he/she is still living, the request can only be initiated by an Augusta Commissioner. Naming roads after individuals is only permitted for honorary purposes unless the person holds a state/national significance

The Process

- Complete a Designation Application. Individual letters of support are encouraged and should be included
- Submit to IT-GIS for review to ensure criteria are met and fee verification
- If approved & fees received, the application is returned to the applicant for a signature from at least one of the Commissioners; both are recommended
 - *If the requested designation crosses more than 1 commission or super commission district, the applicant should seek signature from the Commissioner for the majority of the road
- After approval by one or both of the Commissioners, the application should be returned to IT-GIS in preparation for Committee approval
- IT-GIS will advertise the honorary designation request at the requested site for public input at the Committee meeting
- If approved by the Committee, final approval is granted by the Augusta, GA Commission

Upon final Commission approval, IT-GIS will implement the honorary road name designation. Honorary names will be for a ten (10) year period and will be eligible for renewal. All renewals will be handled like new requests with all applicable rules and fees in effect at that time. There will only be one designation per location. Honorary designations will be for the entire road. Signs will only be placed at the point of beginning and point of ending. Additional signs can be purchased.

IT-GIS does not provide staff to assist in planning, public notification or use of Government equipment for dedication ceremonies of honorary roads. Ceremonies can be planned by the requestor by obtaining the necessary permits and scheduling with the Mayor, Commissioners or staff they would like to attend. There will be a limit of ten (10) designations per calendar year.

Public Hearing and the Augusta Commission

IT-GIS will post signs at/or nearby the requested honorary designation advising the community of the request that will go before the Committee. This will be primary method of informing the general public of the surrounding community to voice any concerns to the Committee.

Sign Installation

If the honorary designation request is approved, the Augusta Traffic Engineering Department is notified after the Ordinance has been signed by the Mayor and recorded by the City Clerk. The Traffic Engineering Department will begin placing the road signs of the designation at the point of beginning and point of ending.

**Augusta Richmond County Government
Information Technology Department • GIS Division**

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Augusta, GA 30901

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HONORARY DESIGNATION REQUEST

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APPLICANT INFORMATION

Date: _____ Phone Number(s): _____
 Applicant: _____ Owner Other Email/Fax: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____

REQUEST INFORMATION

Type of Honorary Request: _____ Ownership: _____ Name of Honoree: _____
 Road Public
 Living Individual: _____ Private Location: _____
 Yes No State _____

REASON FOR PROPOSED REQUEST

Please select the category that would best apply and provide a brief explanation that applies to the honoree of their impact on a local, state or national level. Not all criteria will be applicable with each request. Additional information including letters, signatures, documents etc. can be attached with the application.

Category of Request:

- Cultural Historical Humanitarian Significant Lineage Distinguished Career

GEOGRAPHIC AFFILIATION

Please provide a brief explanation of the relationship between the area of the requested honorary designation and the honoree's impact.

OFFICIAL USE ONLY

Signatures of Approval

Additional Comments _____

Comm ____: _____

Sign Description _____

Comm ____: _____

of signs _____ Recommendation: Approve Deny

IT-GIS: _____

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Fees	Date Received: _____
<input type="checkbox"/> Application:	\$250
<input type="checkbox"/> Administrative: Signs: ____ @ ____:	\$ ____
<input type="checkbox"/> Administrative: Signs: ____ @ ____:	\$ ____
Total:	\$ ____