



Public Property Naming Application and Guideline

This application allows for the public to propose a name or to rename public property provided all the requirements outlined in Article E. Section 4:1100-1108 are met.

Criteria

All public property names should meet one of the following criteria:

- To honor and commemorate noteworthy persons associated with the City of Savannah, Chatham County, State of Georgia, or the United States of America;
- To commemorate local history, places, events or culture;
- To strengthen neighborhood identity; or
- To recognize native wildlife or natural features.

Restrictions

- Persons that resided in the City of Savannah for less than 5 years, other than prominent national figures;
- Names assigned to existing public property within the City or unincorporated Chatham County where duplication of the name is likely to lead to confusion; and
- Except as set forth in Section 4-1106, commercial names where usage of such name would amount to advertising.

Considerations

Naming requests shall take into account:

- The number of residents and businesses directly affected;
- Community diversity;
- The historical significance of preexisting name or location;
- The appropriateness and compatibility of the request in relation to the existing area;
- The impact on emergency service delivery; and
- Continuity and stability.

Natural Person Naming Request

Requests should consider following;

- Absent extraordinary or extenuating circumstances, the proposed honoree for permanent naming shall be deceased;
- Whether the proposed namesake made a sustained contribution over an appreciable time period, exerted efforts of benefit or significance to local, state or national affairs and/or demonstrated leadership in governmental, cultural or historical affairs, humanitarian efforts, or community development;
- Contributions that beneficially changed the nature and characteristics of the community; and
- Achievement by a native Savannahian of national or international acclaim in a specific field of endeavor that has reflected positively on Savannah.



Applicant Information

Name: Phone Number:

Address:

Email:

Request Type

- Honorary street designation
- Newly acquired or created public property or previously unnamed
- Public property renaming request

Property Type

- Park, playground, trail or recreation space
- Building or facility
- Street or roadway
- Other public property

Property Location

Property address and/ or location description:

Aldermanic District: 1 2 3 4 5 6

Present property name:

Proposed Name:



Requirement Checklist for Naming Request

(Check each item to verify that all requirements are included along with this application according to requested property type.)

Honorary Street Designation

- The present official name of the street and proposed Honorary Designation
- Identify section of street to receive the designation
- A thorough discussion regarding the history of the street, including all prior names
- A statement of reasons supporting the honorary naming request
- Evidence that such person resided in the City of Savannah for at least five years during his/her lifetime
- Petition, in favor, by 51 percent of abutting property owners
- An endorsement by the current Mayor, an at-large alderman or the alderman representing the district in which the property is located.
- A non-refundable fee of \$150

Street or Roadway

- The present official name of the street and proposed new name
- The specific location of the street or roadway
- A statement of reasons supporting the renaming request
- A thorough discussion regarding the history of the right-of-way, including all prior names
- A supporting petition signed by not less than 75 percent of all property owners abutting the public right-of-way
- An endorsement by the current Mayor, an at-large alderman or the alderman representing the district in which the right-of-way is located

Park, playground, trail or recreation space

- The present official name of the street and proposed new name
- The specific location of the street or roadway
- A statement of reasons supporting the renaming request
- A thorough discussion regarding the history of the right-of-way, including all prior names
- A supporting petition signed by not less than 51 percent of all property owners abutting the public right-of-way
- An endorsement by the current Mayor, an at-large alderman or the alderman representing the district in which the right-of-way is located

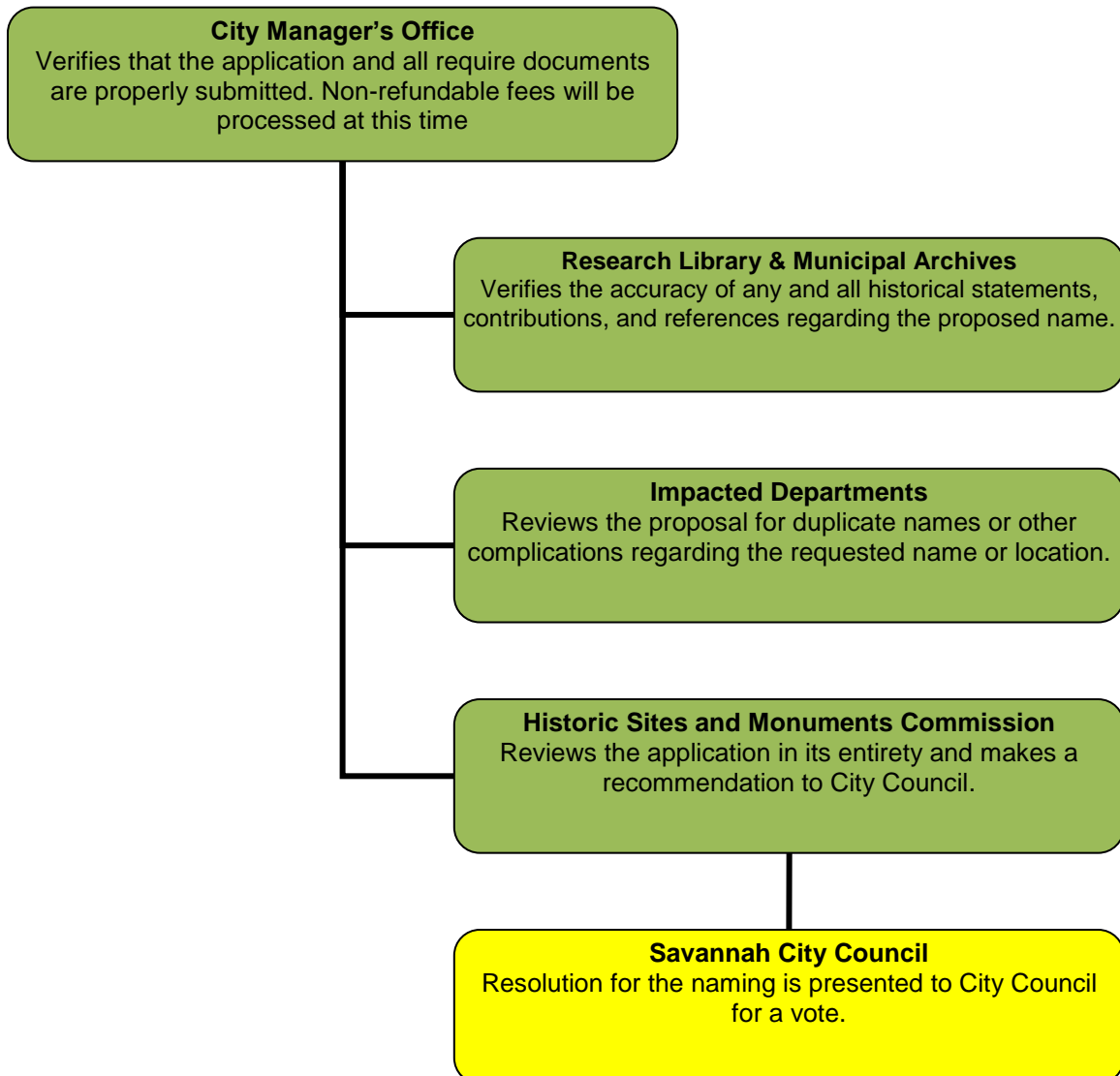
Building or Facility

- The present official name of the building, structure or facility
- The proposed new name
- The specific location of the property;
- A statement of reasons supporting the renaming request;
- A thorough discussion regarding the history of the building, structure or facility
- An endorsement by the current Mayor, an at-large alderman or the alderman representing the district in which the building, structure or facility is located.

ADMINISTRATIVE PROCEDURES & APPROVAL PROCESS

All requests should be submitted to the City Manager's Office at;

2 East Bay Street
Savannah, Georgia 31401
ATTN: City Manager's Office- Public Property Naming Request



Questions?
Contact the Office of the City Manager at (912) 651-6415.



**ARTICLE E. – NAMING AND RENAMING OF PUBLIC PROPERTY, FACILITIES AND
STREETS.**

Section 4-1100. - General policy.

As a general policy, the Mayor and Aldermen find that public property should be named after its principal function, location, or historical reference; however, significant community events, organizations or well-known persons with important contributions to the community, state or nation may deserve public recognition, which may occur by way of naming or renaming public rights-of-way or facilities.


Section 4-1101- Naming criteria and requirements.

- (a) Naming or renaming of a public right-of-way or facility shall occur only when the proposed naming or renaming satisfied at least one of the following criteria:
 - (1) It honors and commemorates a noteworthy person associated with the City of Savannah, Chatham County, the State of Georgia or the United States of America;
 - (2) It commemorates local history, places, events or culture;
 - (3) It will strengthen neighborhood identity; or
 - (4) It recognizes native wildlife or natural geographical features.

- (b) The following shall not be considered for purposes of naming or renaming:
 - (1) Persons that resided in the City of Savannah for less than 5 years, other than prominent national figures;
 - (2) Names assigned to existing public property within the City or unincorporated Chatham County where duplication of the name is likely to lead to confusion; and
 - (3) Except as set forth in Section 4-1106 of this Article, commercial names where usage of such name would amount to advertising.

- (c) Naming requests shall consider:
 - (1) The number of residents and businesses directly affected;
 - (2) Community diversity;
 - (3) The historical significance of preexisting name or location;
 - (4) The appropriateness and compatibility of the request in relation to the existing area;
 - (5) The impact on emergency service delivery; and
 - (6) Continuity and stability.

- (d) Requests to name a public right-of-way or facility in honor of a natural person should also consider the following:
 - (1) Absent extraordinary or extenuating circumstances, the proposed honoree shall be deceased;
 - (2) Whether the proposed namesake made a sustained contribution over an appreciable time period, exerted efforts of benefit or significance to local, state or national affairs and/or demonstrated leadership in governmental,


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- cultural or historical affairs, humanitarian efforts, or community development;
 - (3) Contributions that beneficially changed the nature and characteristics of the community; and
 - (4) Achievement by a native Savannahian of national or international acclaim in a specific field of endeavor that has reflected positively on Savannah.

Section 4-1102. - Naming new facilities or public property.

- (a) All requests to name newly acquired, created or previously unnamed public property shall be made in writing and directed to the attention of the City Manager. Such requests shall include:
 - (1) The precise location and description of the subject property;
 - (2) A thorough discussion regarding the history of the property or surrounding area, as may be applicable;
 - (3) The name, address and contact information of the requestor; and
 - (4) An endorsement by the current Mayor, an at-large alderman or the alderman representing the district in which the property is located.
- (b) Upon receipt of a property naming request submitted pursuant to this section, the City Manager shall submit the request to the Historic Sites and Monuments Commission. The Commission shall consider the requirements of this Article and submit a recommendation to the City Manager for presentation to the Mayor and Aldermen no later than 120 days after receipt of the request. Recommendations are subject to approval by City Council.


Section 4-1103 – Renaming of public property, facilities or streets.


- (a) All requests to rename public property shall be made in writing and directed to the attention of the City Manager. Such requests shall include:
 - (1) In the instance of a street or roadway:
 - (A) A supporting petition signed by not less than 75 percent of all property owners abutting the public right-of-way;
 - (B) The present official name of the street;
 - (C) The proposed new name;
 - (D) The specific location of the street or roadway;
 - (E) The name, address and telephone number of the person requesting the name change;
 - (F) A statement of reasons supporting the renaming request;
 - (G) A thorough discussion regarding the history of the right-of-way, including all prior names associated therewith; and
 - (H) An endorsement by the current Mayor, an at-large alderman or the alderman representing the district in which the right-of-way is located.
 - (2) In the instance of a park, playground, trail, recreational area or space:

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- (A) A supporting petition signed by not less than 51 percent of all property owners abutting the subject property;
 - (B) The present official name of the property;
 - (C) The proposed new name;
 - (D) The specific location of the property;
 - (E) The name, address and telephone number of the person requesting the name change;
 - (F) A statement of reasons supporting the renaming request;
 - (G) A thorough discussion regarding the history of the property, including all prior names associated therewith; and
 - (H) An endorsement by the current Mayor, an at-large alderman or the alderman representing the district in which the property is located.
- (3) In the instance of a building, structure or facility:
- (A) The present official name of the building, structure or facility;
 - (B) The proposed new name;
 - (C) The specific location of the property;
 - (D) The name, address and telephone number of the person requesting the name change;
 - (E) A statement of reasons supporting the renaming request;
 - (F) A thorough discussion regarding the history of the building, structure or facility, including all prior names associated therewith; and
 - (G) An endorsement by the current Mayor, an at-large alderman or the alderman representing the district in which the building, structure or facility is located.
- (4) In the instance of all other public property:
- (A) The present official name of the property;
 - (B) The proposed new name;
 - (C) The specific location of the property;
 - (D) The name, address and telephone number of the person requesting the name change;
 - (E) A statement of reasons supporting the renaming request;
 - (F) A thorough discussion regarding the history of the property, including all prior names associated therewith; and
 - (G) An endorsement by the current Mayor, an at-large alderman or the alderman representing the district in which the property is located.

Section 4-1104 – Honorary Street Naming Designations.

- (a) Honorary street name designations are intended to recognize individuals who have made significant contributions to the City. Where deemed consistent with the objectives of this section, the designation will be a temporary assignment of the honorarium and shall be in addition to the official name of an existing right-of-way.

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- (b) Requests to affix an honorary designation to a public right-of-way shall be made in writing and directed to the attention of the City Manager. Submissions shall include:
- (1) Identification of the particular section or block of an existing City street for which the honorary designation is sought.
 - (2) A supporting petition signed by not less than 51 percent of all property owners abutting the subject right-of-way;
 - (3) The present official name of the right-of-way;
 - (4) The proposed honorary designation;
 - (5) The name, address and telephone number of the person requesting the name change;
 - (6) A statement of reasons supporting the honorary naming request, including a discussion of the historical significance, contributions, heroic service or personal sacrifice by the honoree to the City, state or nation;
 - (7) A discussion regarding the history of the property, including all prior names associated therewith; and
 - (8) An endorsement by the current Mayor, an at-large alderman or the alderman representing the district in which the property is located.
- (c) Honorary designations may be bestowed under the following non-exclusive circumstances:
- (1) Where the proposed namesake made a sustained contribution over an appreciable time period, exerted efforts of benefit or significance to local, state or national affairs and/or demonstrated leadership in governmental, cultural or historical affairs, humanitarian efforts, or community development;
 - (2) Where the proposed namesake made contributions that beneficially changed the nature and characteristics of the community;
 - (3) Where the proposed namesake is a native Savannahian whom achieved national or international acclaim in a specific field of endeavor that has reflected positively on Savannah; or
 - (4) Where the proposed namesake resided in the City for at least 5 years.
- (d) Individual family tributes, commercially concerned and corporate-related recognitions shall not be eligible for honorary designation.
- (e) Roadways under the control of the Federal Highway Administration, Georgia Department of Transportation or Chatham County are not subject to honorary naming.
- (f) Honorary designations shall be limited to two City Council-approved designations per calendar. Requests will be reviewed and evaluated in the order in which they are received.
- (g) Upon receipt of a request submitted pursuant to this section, the City Manager shall submit the request to the Historic Sites and Monuments Commission. The Commission shall consider the requirements of this section and submit a recommendation to the City Manager for presentation to the Mayor and Aldermen no later than 120 days after receipt of the request. Recommendations are subject to approval by City Council.

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- (h) Requests approved by the Mayor and Aldermen shall be effective for five years from the date of such approval. The City may remove the sign at the end of the five-year period. If requested, the sign may be given to the applicant, honoree, or a family member of the honoree.
 - (i) Renewal requests may be submitted; provided, however that they are transmitted no less than 60 days before the termination of the effective period. Renewal requests will not be given priority over pending honorary designation requests, if any.
 - (j) Honorary signs may be mounted on the same post as the existing street sign or mounted free standing on a separate post. The City will maintain the sign after installation. Installation of the honorary sign(s) shall be within a reasonable time but no later than 45 days from the date of approval. The City shall replace signs stolen or damaged during the five-year approval period.
 - (k) Along with any application submitted, the applicant shall include payment of a non-refundable fee to defray the costs associated with the review, design, fabrication, installation and maintenance of the sign. The fee shall be charged as set forth in the City's annual Revenue Ordinance. All fees will be deposited in the City's General Fund upon receipt. Fees and costs shall not be waived unless the honorary designation is initiated by City Council.

Section 4-1105. – Naming Dedication Ceremony

An applicant may request a dedication ceremony at the time application is made to the City Manager. The City Manager, or his designee, shall be responsible for scheduling such ceremony.

Section 4-1106. – Donations and Gifts

A donation or gift of land, goods, funding, equipment or other items may constitute a basis upon which to name or rename public property. The donation or gift shall be documented and recorded by the Clerk of Council.

Section 4-1107. - Notification of street name changes; publishing and posting of notices.

When the name of a street permanently has been changed pursuant to this Article, the public works administrator shall notify utility companies and interested state and local agencies of the street name change. Notifications may encompass more than one renaming event and may be provided by publication in a newspaper of general circulation.

Section 4-1108. - Discontinuance.

The City retains the right to reject, discontinue or abandon any naming that occurred pursuant to this Article when deemed in the best interests of the health, safety and welfare of its residents and visitors.