

CEREMONIAL STREET SIGN TOPPER

Application Package



Introduction

Thank you for your interest in applying for a ceremonial street name sign. The art design guidelines, application and approval process were established in accordance with the City's municipal code and policies. If you have any questions after reviewing this packet, please contact please contact Azadeh Azad in Traffic Engineering at (714) 647-5667.

Application Process – Quick Reference

- STEP 1:** Read the Honoree Criteria, Guidelines, and the Application, Review and Approval Processes for Ceremonial Street Sign Toppers in this package.
- Step 2:** Download the Permit Application for Ceremonial Street Sign Toppers available online at <https://www.santa-ana.org/ceremonial-street-sign-topper>.
- STEP 3:** Conduct outreach with impacted neighbors and obtain signatures for the petition.
- STEP 4:** Work with neighbors and City Council member (if applicable) to develop conceptual Street Sign Topper design using the City guidelines.
- STEP 5:** Submit the completed Permit Application for Ceremonial Street Sign Toppers along with non-refundable \$622 permitting fee.
- STEP 6:** Public Works Agency [1] reviews the Permit Application for Ceremonial Sign Toppers, [2] confirms the number of Street Sign Topper signs and design, and [3] provides production and installation cost for the Ceremonial Street Sign Toppers.
- STEP 7:** Public Works Agency submits the Permit Application for Ceremonial Street Sign Toppers to the City Council for Public Hearing.
- STEP 8:** If Approved by City Council, Applicant must pay the production costs and installation fee.
- STEP 9:** Public Works Agency will schedule and install the Ceremonial Sign Toppers.

PUBLIC WORKS AGENCY

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Honoree Criteria

1. Only requests honoring an individual, organization or group of individuals are eligible for consideration.
2. Prospective individual or organizational honorees must have had:
 - a. a minimum of 10 consecutive years of community involvement by demonstrating extraordinary, consistent and voluntary commitment to the community; or
 - b. made significant and clearly defined contributions to the state or country through cultural, humanitarian or historic achievements, and
 - c. have lived in, or otherwise are identified with, the community in a substantial way.
3. Individuals or organizations that have already been honored on one street may not be honored on another street.
4. City Council, by a three-fourths vote of its members, may waive the above requirements.

Guidelines

- No street or portion of a street may have more than one ceremonial street name.
- Ceremonial street naming must be a name of an individual, organization or group of individuals and cannot contain a product or be used for commercial purpose.
- The ceremonial street naming topper shall have the word "Honorary."
- The design of the ceremonial street name sign shall comply with the city established standard plans as approved by the City Engineer including shapes, color or colors, dimension and size, placement, font type and font colors and any additional feature.
- The Applicant will be responsible for the cost of sign topper fabrication and installation when approved.
- Ceremonial street name ends 10 years after the effective date.
- Submitting an application does not constitute an expressed or implied approval.
- This application is subject to ordinances in effect in the City of Santa Ana.

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How to Apply

A complete submission must include all the information and materials described below. Incomplete applications will be deemed ineligible and not be considered.

1. *Application:*

Complete the Permit Application (see next page) and file it with the Development Engineering Counter at 20 Civic Center Plaza, Ross Annex, Santa Ana, CA. The application must include:

- a. The application fee;
- b. A statement of contributions made by prospective honoree which meets the ceremonial street naming criteria and supporting documents showing the significant contributions made by the prospective honoree;
- c. A concise 2D drawing of the one-color symbol or graphic icon.
- d. A map showing the boundary and portion of the street proposed for ceremonial street naming.

Review and Approval Process

A. Public Works Agency routes completed Application to the following departments for review:

- Building & Planning
- City Manager's Office
- Others as applicable

B. Public Works Agency works with Applicant to incorporate any necessary changes to design of the Sign Toppers.

C. City Council Application Review

- Item will be scheduled as an agenda item for a council date that is at least 60 days after application submittal.
- Public Works Agency prepares staff report and resolution for City Council approval.
- City Council approves proposed Permit Application for Ceremonial Street Sign Toppers.

D. Public Works Agency notifies Applicant for full payment of Sign Topper fabrication and installation. Full payment must be received prior to proceeding with sign production.

E. Public Works Agency provides notice to proceed to City's vendor(s) to install Sign Toppers within 60 days of Council Approval.

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