



HONORARY STREET DESIGNATION HANDOUT

PUBLIC WORKS DEPARTMENT
DEVELOPMENT SERVICES DIVISION - ADDRESSING SECTION

An **Honorary Street Designation** assigns an honorary or secondary street name to a roadway. The honorary designation can be established on the entire length of the road or only on a portion of the road. **Two Honorary Street Markers** are placed at each end of the designation to identify the location where the honorary designation begins and ends along the road. Since the honorary designation does not officially change the existing name of the road, **no address changes are required** as a result of the designation.

An Honorary Street Designation for the purpose of honoring an individual must meet additional criteria. **A street may only be designated after an individual if:**

1. The person has achieved prominence as a result of their significant, positive contribution to the United States of America and/or the local community;
2. The person has been deceased for at least five (5) years;
3. The person resided in the community within five (5) miles of the designated street for at least ten (10) years;
4. Waiver of any provision of this Section shall require a vote of two-thirds of all Council Members

STEP 1

An application for the Honorary Street Designation must be submitted to the Public Works Department's Addressing Section. The application can be found on our [webpage](#) or by emailing the Addressing Section Inbox (Address@coj.net) and requesting an application.

STEP 1A

Once the application is submitted, it will be reviewed by Staff to determine if the application is deemed sufficient and complete. Once the application is deemed sufficient, Staff will generate an invoice and forward the invoice to the applicant via email.



HONORARY STREET DESIGNATION HANDOUT

PUBLIC WORKS DEPARTMENT
DEVELOPMENT SERVICES DIVISION - ADDRESSING SECTION

STEP 2

A **non-refundable** payment of **\$761.00** is required for the new honorary street markers. The markers will be maintained in perpetuity by the City of Jacksonville.

Invoices can be paid at the Tax Collector's Office at 214 N. Hogan Street, 2nd Floor or at any Tax Collector's Office in Duval County. Make checks payable to "Tax Collector." **A copy of the paid invoice will need to be provided to the Addressing Section via Email or in-person.**

STEP 3

The Addressing Section will send letters to the owners of properties who are addressed from the road in which the honorary street designation is being sought. **Two written notifications** will be mailed to these property owners to request a consent or objection concerning the proposed designated street. Any owner that fails to respond to these written requests within **an allotted 60 day time period** will be counted as an owner in favor of the proposed designation.

If **seventy-five (75%)** of the property owners approve the honorary street designation, then the process will continue to move forward. However, if the seventy-five (75%) approval requirement is not achieved, then the street designation process will be **terminated**.

STEP 4

If the **seventy-five (75%)** property owner approval requirement is achieved, then **two public hearings** are held concerning the proposed honorary street designation. Public hearing notices are mailed to the affected property owners along the designated road and temporary signs are placed along the road to notice these public hearings.

One public hearing is held before the full City Council and a second public hearing is held before the Transportation, Energy and Utilities (TEU) Committee. The final decision of the City Council concerning the honorary street designation will occur at a City Council meeting that follows the second public hearing.



HONORARY STREET DESIGNATION HANDOUT

PUBLIC WORKS DEPARTMENT
DEVELOPMENT SERVICES DIVISION - ADDRESSING SECTION

STEP 5

Once legislation is approved by City Council and signed by the Mayor, a copy of the legislation is forwarded to the **Addressing Section and Traffic Engineering Division**. Signs designating the location of the honorary designation are posted within **two to three weeks** after the legislation has been signed by the Mayor.

Please note that Traffic Engineering and the Addressing Section are not involved in unveiling ceremonies.

FREQUENTLY ASKED QUESTIONS

1. How do I contact the Addressing Section?

Email: Address@coj.net

Phone: (904) 255 8340

2. How long does this process take?

Roughly 3-5 months.

EXAMPLE OF HONORARY MARKER



BACKGROUND:

Red-Orange

LETTERING:

Yellow