

Honorary Street Marker Application



PLANNING & DEVELOPMENT DEPARTMENT

Criteria (City of Houston - Motion 93-1455)

- The honored person must be deceased.
- Contributions to the community.
- A signed petition by residents, and/or support from a Council Member.

Procedures

1. Complete the application form and submit a written request that includes the individual's name, their contributions, and the proposed location for the marker.
2. Submit all documents to the Director of the Planning and Development Department:

Director Vonn Tran
Planning and Development Department
611 Walker Street, 6th Floor
Houston, TX 77002
3. A preliminary review of the request will be conducted by the department.
4. If deemed complete, the application will be forwarded to the Director for recommended approval.
5. The Director's recommendation will be submitted to City Council for consideration.
6. If approved by City Council, a resolution will be passed to officially establish the marker.
7. The applicant will then be referred to Houston Public Works (HPW) to initiate the installation process, which includes a fee.
8. HPW will fabricate and install the approved marker at the designated location.

For more information contact:

Jacinta Davis
832-393-6583
Jacinta.Davis@houstontx.gov

Tonya Sawyer
832-393-6576
Tonya.Sawyer@houstontx.gov

Honorary Street Marker Application:

Date:	
Applicant's Name / Organization:	
Email Address:	
Phone Number:	
Applicant's Mailing Address:	
Current Street Name: (ex. Walker Street)	
Proposed Honorary Street Name: (ex. COH Street)	
Location Address: (ex. 611 Walker St)	
Cross Streets: (ex. between Louisiana St. and Smith St)	
Location of Marker on the Proposed Street (ex: on the north corner between Walker St. and Smith St.)	
Maximum of one proposed block address: (ex: 600 block of Walker)	

Please attach the following documents:

- Photo of proposed location (include the current street sign in the photo)
- Photo of the honored person
- A copy of the obituary, along with any relevant news articles (local, national, or international), records of events hosted by the honoree, and any editorials.
- Support Letter(s): Community Stakeholders, Residents, City Council Member(s)
- A letter of request from the applicant, including the individual's name, their contributions to the community, and the significance of the proposed name installation.

Sample Letter Request:

Date:

Director Vonn,

I am writing to formally request the designation of an Honorary Street Marker in recognition of **[Honoree's Name]**, who made significant contributions to the Houston community.

Honoree's Contributions:

[Provide a summary of the honoree's achievements, community service, or impact on Houston. Include any leadership roles, charitable work, or historical significance.]

Proposed Location:

I respectfully propose that the honorary marker be placed at **[Street Name and Intersection]**, a location that holds special significance to both the honoree and the community. This site is near **[brief explanation, ex: the honoree's place of residence, work, or service]**.

I understand that honorary street markers are limited to one block, must adhere to the standardized design, and that the use of proper names is permitted only for deceased individuals.

I kindly request that this application be reviewed and considered for approval by City Council.

Please let me know if any additional information or documentation is required. Thank you for your time and consideration.

Sincerely,

Signature

[Your Name]