

APPLICATION FOR STREET NAME COMMEMORATIVE PLAQUE

Please complete all information below. Current telephone and email are required to process application.

Current Name of Street to receive Commemorative Plaque			
From cross street		To cross street	
Proposed Commemorative Street Name Note: Commemorative name will wither be a Boulevard or Way			
Applicant Name (Owner Representative)			
Applicant's Telephone & Email			
Property Owner Name			
Property Owner Address		APN:	
Owner Telephone / Email			
APPLICANT HAS READ AND ACKNOWLEDGES THE FOLLOWING:			
<ol style="list-style-type: none"> 1) Per City Council Resolution 77966, the commemorative street name plaque must honor an individual citizen who devoted their time, energy, and money to improving the quality of life for Oakland residents. The individual must have made contributions to the community, established valuable traditions, and promoted civic pride. 2) Commemorative street naming requires testimony from no less than 3 community based organizations and ten unrelated individuals supporting the nomination. 3) Commemorative plaque is not guaranteed to be approved after application is submitted. Application is still subject to approval by the City of Oakland Landmarks Board. 4) Commemorative name must not already be in use in the City of Oakland or surrounding cities. 5) Clear evidence must be provided with this application that shows the individual being honored has made a significant contribution to the economic vitality or quality of life in the Oakland community. 6) Commemorative street name will either be a Boulevard or Way. 			
Applicant's Signature _____ Date _____ Print name: _____		<u>THIS BOX FOR OFFICE USE ONLY</u>	
		Permit <u>Fees</u> Paid? Yes___ No___	Is the <u>Submittal Checklist</u> Attached? Yes___ No___
		ENGINEER ASSIGNED:	

COMMEMORATIVE PLAQUE SUBMITTAL CHECKLIST

Complete the Checklist below and submit with your application. Submit one (1) hard copy and an electronic copy of each document.

<u>Item</u>	<u>Description</u>	<u>Check</u>
1	Letter of official request for commemorative plaque.	Yes ___ No ___
2	Biography of the individual being honored and justification of commemoration.	Yes ___ No ___
3	Testimony from no less than 3 community based organizations and 10 unrelated individuals supporting the nomination.	Yes ___ No ___
4	Map or drawing showing existing street, limits of street name change, and locations of existing street signs over which commemorative street name plaque will be installed.	Yes ___ No ___
5	<u>REQUIRED:</u> Email electronic copies to: dot_permits@oaklandnet.com (Include address and permit type in subject line) NOTE: This is a "No Reply" email address. Do NOT email questions.	Yes ___ No ___

Frequently Asked Questions FAQ's For Changing a Street Name

1. What is a commemorative street name plaque?

Answer: A commemorative street name plaque is an honorary street name that is installed as a plaque or sign above the existing street name and which honors a citizen who has made exemplary contributions to the residents of Oakland.

2. Will the actual street name or addresses on the street change?

Answer: No. The commemorative street name is honorary only. The existing street name remains the same for official purposes such as mailing addresses, mapping, and emergency services.

3. Who does a commemorative plaque look like?

Answer: Commemorative street name plaques are similar to standard street name signs and are installed above existing street names. See example below.



4. Can I choose anyone I want as the honored individual?

Answer: No. The honored individual must be a *deceased* citizen who devoted their time, energy, and money to improving the quality of life for Oakland residents. The person must have contributed to the community, established valuable traditions, and promoted civic pride.

5. Is approval guaranteed if I submit a complete package?

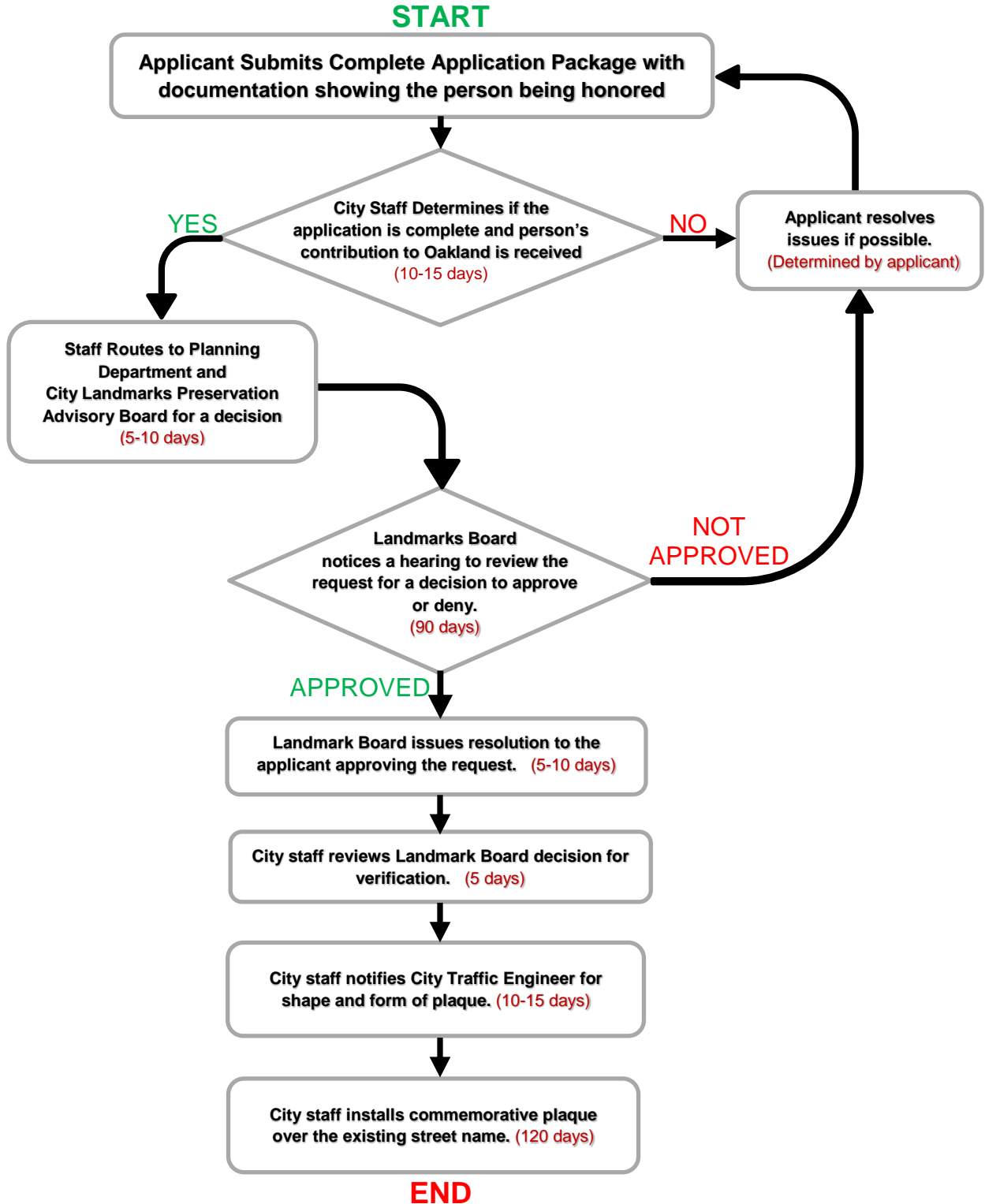
Answer: No. Your application still needs City Council approval, is subject to staff review of traffic flow, access, potential hardships, and may be subject to a public hearing.

6. Who pays for the sign?

Answer: The applicant is responsible for all administrative fees and the cost to purchase/manufacture and install the sign, and the actual work is done by City staff. These costs are covered in the application fee and must be paid at time of application, prior to any City staff review.

WHAT ARE THE STEPS TO ADD A COMMEMORATIVE STREET NAME PLAQUE?

Estimated processing time: 240 - 265 days



**HOW ARE COMMEMORATIVE STREET NAME PLAQUE
 PERMIT FEES CALCULATED?**

The fees for Commemorative Street Name Plaques are calculated based upon the approved Oakland Master Fee Schedule. The tables below show fees based on the 2017/2018 Fiscal Year Master Fee Schedule.

STREET NAME CHANGE (Honorary)

No.	Description **	Amount **	
1	Application	4,980.00	Street
2	Notifications	1,195.00	Block

**STREET & SIDEWALK MAINTENANCE
 (SERVICE FEE FOR BILLING OUTSIDE PARTIES OR AGENCIES)**

No.	Description **	Amount **	
1	Equipment	Actual Cost	
2	Materials	Actual Cost	

**STREET & SIDEWALK MAINTENANCE
 (SERVICE FEE FOR BILLING OUTSIDE PARTIES OR AGENCIES FOR WORK
 PERFORMED)**

No.	Description **	Amount **	
1	Public Works Operations Manager	217.57	Hour
2	Public Works Supervisor II	131.43	Hour
3	Public Works Supervisor I	113.53	Hour
4	Street Maintenance Leader	93.86	Hour
5	Street Maintenance Leader Plus Premiums	94.88	Hour
6	Heavy Equipment Operator	98.04	Hour
7	Heavy Equipment Operator Plus Premiums	99.05	Hour
8	Concrete Finisher	100.25	Hour
9	Concrete Finisher Plus Premium	101.04	Hour
10	Public Works Maintenance Worker	73.87	Hour
11	Public Works Maintenance Worker Plus Premiums	74.66	Hour
12	All Other Staff	Actual Cost	

ADMINISTRATIVE ** Non-Refundable per Master Fee Schedule added to all permits

1	Record Management and Technology Fee	14.75%	Permit Total
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