Parks and Recreation Department
909 Davis Street
Evanston, Illinois 60201
www.cityofevanston.org

City of Evanston
Honorary Street Name Sign Application Form (2026)

PURPOSE OF PROGRAM: Evanston's Honorary Street Name Sign program celebrates living individuals who have made significant cultural, historic, or humanitarian impacts to the city. Request for an honorary designation has to begin with approval/acceptance with the Councilmember of that ward. Each Councilmember may have one honorary designation approved each year. Honorary street name signs are displayed for a period of ten years and the portion of a street so designated is one block long. The program is administered by the Parks and Recreation Board through the Parks and Recreation Department. Final approval is granted by the Evanston City Council. The honorary designation expires ten years after its passage by City Council, at which time the signs will be removed (Resolution 52-R-01). The applicant must ensure the nominee is aware and willing to accept the nomination.

PLEASE FILL OUT THE APPLICATION BELOW:

NAME OF HONOREE:
(as it would appear on the street sign)

PROPER STREET NAME:

INTERSECTING STREETS AT EACH END OF THE ONE BLOCK AREA:

PLEASE CHECK ALL THAT APPLY AND GIVE A BRIEF EXPLANATION FOR EACH OF THE APPLICABLE CRITERIA. A STREET CAN BE NAMED FOR AN INDIVIDUAL, OR GROUP/DESIGNATION.

☐ CLOSE ASSOCIATION TO THE CITY OF EVANSTON

☐ HISTORICAL IMPACT TO THE CITY OF EVANSTON

☐ CULTURAL/HUMANITARIAN CONTRIBUTIONTO THE CITY OF EVANSTON

☐ GEOGRAPHIC RELATIONSHIP TO STREET OF INTEREST

☐ DISTINGUISHED CAREER BROUGHT TO THE CITY OF EVANSTON

Please provide supporting documents (i.e., a resume, biographical sketch, newspaper article, etc.) to verify the applicant has made significant cultural, historic and humanitarian impacts on the city.

Signature of Sponsoring Councilmember: _____

Date: _____

Applicant's Name:

Applicant's Address:

Phone Email:

☐ Applicant has ensured that the honoree is aware and willing to accept this nomination.

Honoree's Address:

Phone Email:

Name of Responsible Party of Honoree:

Phone Email:

Council Members submit completed form to:
City of Evanston
Parks and Recreation Department
909 Davis Street, Evanston, IL 60201
athompson@cityofevanstonl.org

Honorary Street Name Designation and Retirement Procedure

I. Application and Approval Process

A. Annual Limit: Each Councilmember is limited to sponsoring one approved honorary street name designation per calendar year.
B. Submit Application: The sponsoring Councilmember must submit a completed application to the Parks and Recreation Department. The applicant must ensure the nominee is aware and willing to accept the nomination.
C. Board Review: The Parks and Recreation Board evaluates the potential honoree and develops a recommendation to the Human Services Committee.
D. Council Submission: The Human Services Committee forwards the application to the City Council with either an affirmative (recommended) or negative (denied) recommendation.
E. Final Confirmation: The City Council makes the final determination to approve or deny the honorary street name.

II. Installation and Duration

A. Ten-Year Term: Approved signs remain installed for exactly ten years from the date of City Council approval.
B. Term Extension: If an honoree passes away during the final year of the term, the sign will remain for an additional year from the date of death or one year past the original removal date, whichever is longer.

III. Notification and Removal

A. Six-Month Notice: Parks and Recreation staff will notify the Councilmember, the honoree, or responsible party, six months prior to the 10-year term end date.
B. 30-Day Reminder: Staff will send a final reminder 30 days prior to the 10-year term end date.
C. Sign Removal: The department removes the signs. The honoree or responsible party receives both physical signs. They may choose to donate one sign to Shorefront Legacy or Evanston History Center for historical preservation. If staff is unable to reach the honoree or the responsible party using the contact information provided on the application, the sign will be recycled.

IV. Legacy and Memorialization

A Digital Memorial: At the time of removal, the honoree's contributions are permanently memorialized on the city's Honorary Street Name Sign Retirement Page.
B. Honorees memorialized on the Honorary Street Name Sign Retirement Page can not be nominated for a second street name honorarium.

The following criteria shall guide the Parks and Recreation Board's evaluation of all nominees. **Nominees must receive a minimum score of 65 to be considered.**

Close Association to Evanston	Lifelong resident or career (40+ years); "deep roots" and multi-generational family ties. 13-20 points	Long-term resident (20+ years) with significant local professional or civic presence. 8-12 points	Non-resident with some professional ties or a brief period of residency. 0-7 points
Historical Impact to Evanston	Led, organized, or played a central leadership role in historically significant events that had a city-wide impact or substantially influenced the trajectory of the community (e.g., civil rights actions, major policy movements, or transformative civic initiatives). 13-20 points	Actively participated in historically significant events or initiatives that had a meaningful impact on a neighborhood, organization, or community, but without serving in a primary leadership role. 8-12 points	Participated in historically significant events in a limited or supporting capacity, or whose involvement had minimal documented impact on the broader community. 0-7 points
Cultural/ Humanitarian Contribution to Evanston	Founder/leader of a major local non-profit, school, or advocacy group that transformed the community. 13-20 points	Sustained volunteerism or board leadership in community-serving organizations. 8-12 points	Occasional participation in community service or one-off humanitarian acts. 0-7 points
Geographic Relationship to Street of Interest	The requested block is the site of their lifelong home, family business, or primary place of service. 13-20 points	The requested block is in the immediate neighborhood where the honoree lived or worked. 8-12 points	Little to no physical connection between the requested block and the honoree's life/work. 0-7 points
Distinguished Career Brought to the Evanston	Professionally or highly recognized at the local level (educator, business owner, official) with 20+ years of service with active local leadership. 13-20 points	Highly respected on a national or regional level while maintaining active local leadership. 8-12 points	Competent professional career with standard local contributions. 0-7 points