



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, 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 an exemplary Oaklander. 2) The existing street name remains the same for official purposes such as mailing addresses, mapping, and emergency services. 3) Commemorative Street Name Plaques are typically initiated by City Council. 4) Typically, the Councilmember(s) determine the location of the commemoration and bring a resolution to City Council for a decision. 5) Once City Council approves the Commemorative Street Name Plaque, please submit this application to the Oakland Department of Transportation. 6) Commemorative street name must not already be in use in the City of Oakland or surrounding cities. 7) Commemorative street name will either be a Boulevard or Way. 			
Applicant's Signature		<u>THIS BOX FOR OFFICE USE ONLY</u>	
_____ Date _____		Permit Fees Paid? Yes ___ No ___	Is the Submittal Checklist Attached? Yes ___ No ___
Print name: _____		ENGINEER ASSIGNED:	



COMMEMORATIVE PLAQUE SUBMITTAL CHECKLIST

Complete the Checklist below and submit with your application. Submit an electronic copy by email or drop off the application at the permit counter on the second floor of 250 Frank H. Ogawa Plaza.

<u>Item</u>	<u>Description</u>	<u>Check</u>
1	City Council Resolution designating commemoration	Yes ___ No ___
2	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 ___
3	Submit application and fees email: DOTonlinepermits@oaklandca.gov or in-person: 250 Frank H Ogawa Plaza, 2nd Floor, Transportation Permit Counter	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 that 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. 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. The total cost depends on the number of plaques installed and extent of transportation engineering review. You can find the fees associated with the Commemorative Street Name Plaque in the Master Fee Schedule, adopted by City Council, here:

<https://www.oaklandca.gov/documents/city-of-oakland-master-fee-schedules>. In 2023, the cost to install two Commemorative Street Name Plaques is about \$1,200.