



Municipality of Chatham-Kent
Commemorative Naming Policy Appendix B
Re-Naming Application Form

Recognizing that established names contribute significantly to community identity and pride, proposals to rename existing municipal property, buildings, and features must be predicated by exceptional circumstances. Accordingly, existing names will not be changed without consideration of:

- The historical significance of the existing name (especially where it was named according to the Priority Listing)
- The impact on the individual or organization associated with the existing name
- The cost and impact of changing existing signage, rebuilding community recognition and updating records (data bases, letterhead, promotional materials etc.)

Nominator's Information

Name: _____

Mailing Address: _____

Telephone: _____

E-mail: _____

Information Concerning the Proposed Name

Which Municipal property or facility are you submitting this name for: _____

Proposed Name: _____

If the name suggested relates to the commemoration of an individual who is alive, please provide the individual's contact information in the section below. *Note: A Commemorative Name may be used only once in the Municipality of Chatham-Kent – subsequent requests will be denied.*

Name of Nominee: _____

Mailing Address: _____

Telephone: _____

E-mail: _____



Applicable Criteria (select all that apply)

- The nominated names give a sense of place, continuity, belonging and/or celebrates the uniqueness and distinguishing characteristics of Chatham-Kent
- The nominated name maintains a long standing local area identification with residents of Chatham-Kent
- The nominated name promotes pride in the Municipality of Chatham-Kent, acknowledges local heritage, history and/or recognizes the unique features and geography
- The nominated name recognizes the contributions or organizations such as a partnership with or without financial contribution
- The nominated individual/family had demonstrated excellence, courage or exceptional service to the citizens of the Municipality of Chatham-Kent, the Province of Ontario and/or Canada
- The nominated individual/family has an extraordinary community service record
- The nominated individual/family has worked to foster equality and reduce discrimination
- A direct relationship or association existed between the place of residence of or community efforts undertaken by the individual/family and the property/building or element to be named.
- The nominated individual has made a significant financial contribution to a park or facility, and the contribution significantly benefits the community that the park or facility serves
- The nominated name has historical significance

Rationale

Please describe the rationale for Nomination.

Additional Information Required

Please attach the following information as required under Section 3 of the Commemorative Naming Policy:

- organization or an individual) demonstrating that the proposed name is of significance to the community and/or the municipality;
- Documentation including letters from organizations and individuals providing substantial support for the request;
- Documentation verifying that the person/organization being honoured is in agreement with the naming proposal (if they are living), or by their legal representative should they be deceased.
- Public Support Petition (see below)

Public Support Petition

All private individuals or organizations seeking the renaming of any municipal property, buildings or features will be required to submit a petition of community support for the renaming initiative.

The petition must be in a format acceptable to the Municipality of Chatham-Kent and must include the name, address, telephone number, and signature of all supporters. The petition must be signed by a minimum of two-thirds of the owners of property immediately surrounding the proposed site as outlined below. Where there is a joint ownership of the property, only one signature per property is permissible.

For the purpose of this section, and for greater clarity, the following requirements define what is meant by “property immediately surrounding the proposed site” as referenced above.

- For the municipal property features and municipal building features – a minimum of two-thirds of the owners of property or affiliated organizations etc. support the name change within a ½ kilometer radius of the subject feature;
- For municipal property, parks, open spaces, and municipal buildings – a minimum of two-thirds of the owners of property or affiliated organizations support the name change within a 2 kilometre radius of the subject property, park, open space or public building;

Signed petitions must be submitted with the application.

Cost of Renaming

The cost associated with the renaming initiative will be the responsibility of the individual or community group/organization initiating the request.

Public Consultation

Where a name change is recommended, a communication strategy will be initiated by advertising the proposed name change on the municipal website for a period of 30 days during which time, public comments will be received and considered.



Consent

- I have submitted all information accurately and completely to the best of my knowledge
- I have read and understand the Municipality of Chatham-Kent Commemorative Naming Policy
- Understand the Municipality is under no obligation to accept my proposed name, and my proposal may be declined by the Municipality at any time and for any reason during the review
- I understand that Municipal staff may contact me at any time during their review of this proposal for further information as needed
- I understand that if the application is accepted, I (as the Applicant) am responsible for all associated financial implications regarding the re-naming of the requested asset

Nominator's Name (please print)

Nominator's Signature

Date

The information collected on this form will be used as part of the Commemorative Naming Process. Personal information on the form and information collected as a result of the public consultation process and staff investigation will be used by Municipal staff and may be made available to the internal stakeholders as outlined in the Commemorative Naming Policy.