



TULSA COUNTY HIGHWAY ENGINEERING

A Division of the Board of County Commissioners

Tulsa County HQ • 218 W. 6th St., Ste. 840

Tulsa, Oklahoma 74119-1004

P: 918.596.5733

E: engineering@tulsacounty.org

Tulsa County Roadway Naming Policy

Authority:

The Board of County Commissioners of the County of Tulsa, Oklahoma has exclusive jurisdiction over the designation, construction and maintenance and repair of all county roads pursuant to Oklahoma State Statute ([69 O.S. § 601](#)). Designating street names, both official and honorary, must be adopted by the Board of County Commissioners via Resolution.

Definitions:

1. **Board of County Commissioners (“BOCC”)**: The Board of County Commissioners of the County of Tulsa, Oklahoma.
2. **Designation Period**: Ten (10) years from the date of adoption of Honorary Designation unless discontinued earlier by the BOCC.
3. **Honorary Designation**: An honorary (or ceremonial) street name designation awarded posthumously which is intended to recognize and honor an individual without changing the official name of the street or the addresses of the residences and businesses on that street. The following limitations shall apply to Honorary Designations:
 - a. Honorary Designations shall be on Tulsa County public roadways only;
 - b. Honorary Designations shall be limited to Residential or Local streets and shall not be allowed on Collectors (including Residential Collectors), Industrial, Commercial, or Arterials; and
 - c. Honorary Designations shall in no event exceed a length of one (1) mile.
4. **Honorary Sign**: An honorary street name sign which is posted in conjunction with standard county street name sign which signifies an Honorary Designation. Sign will be of similar size and shape as a standard county street name sign but will be white legend on a blue background to meet Federal standards. The following limitations shall apply to Honorary Signs:
 - a. Only one Honorary Sign shall be allowed at an intersection;
 - b. Honorary Sign(s) shall be installed on existing Tulsa County sign posts only; and
 - c. There shall be no more than four (4) Honorary Signs within a one-mile stretch.
5. **Honoree**: A deceased individual who has made an impact through community involvement and demonstrated an extraordinary and consistent voluntary commitment and dedication to the community or has in another way contributed significantly to Tulsa County. Honorees must have been a Tulsa County resident. Individual family tributes, commercial, or corporate related recognitions do not qualify for Honorary Designation.
6. **Sponsor**: The individual requesting an Honorary Designation and accepting financial responsibility for all Honorary Sign(s) during the Designation Period as provided herein.

Request Process:

1. Sponsor shall make written request to the Tulsa County Highway Engineering Division (“Engineering Division”) utilizing the attached Application for Honorary Designation.
 - a. Completed applications may be submitted via email to engineering@tulsacounty.org or in-person or via mail service to:

Tulsa County Highway Engineering
218 W. 6th St., Ste. 840
Tulsa, Oklahoma 74119-1004
2. Within ten (10) business days of receipt, application will be reviewed by the Engineering Division for completeness and to ensure that the requested Honorary Designation complies with the requirements and limitations provided herein.
 - a. In the event the Engineering Division determines an application is incomplete or non-compliant, Sponsor will be notified via email of the deficiencies. Sponsor may correct the noted issues and re-submit the application, re-starting the process at Step 1.
3. Applications that are complete and compliant will be forwarded for consideration to the Tulsa County Commissioner representing the district where the requested Honorary Designation is located.
 - a. The Commissioner reviewing the application may contact the Sponsor to request any further information they determine necessary.
4. The Commissioner will notify the Engineering Division of their recommendation to either:
 - a. Present the request for Honorary Designation to the BOCC for consideration at which point the Engineering Division will prepare a Resolution for Honorary Designation for placement on the agenda for the next available and appropriate meeting of the BOCC, or
 - b. Deny the request for Honorary Designation, at which point the Engineering Division will notify the Sponsor via email, ending the process.
5. The BOCC will vote at the public meeting on the request for Honorary Designation.
 - a. If denied, Engineering Division will notify Sponsor via email, ending the process.
 - b. If approved, Engineering Division will notify the Sponsor via email and include an invoice for the Honorary Sign(s) at the current rate shown in the Application for Honorary Designation.
6. Sponsor shall remit payment to Engineering Division within thirty (30) days of invoice date. Payment must be made via check to the remittance address shown on the invoice.
7. Upon receipt of payment, Engineering Division will direct the Tulsa County Highway Construction Sign Shop to produce and install the Honorary Sign(s).
 - a. Typical turnaround time for production and installation of Honorary Sign(s) is thirty (30) days but cannot be guaranteed.

The BOCC reserves the sole right and authority to reject any and all requests for Honorary Designation, to waive requirements and limitations provided herein, and to discontinue adopted Honorary Designations at any time during Designation Period.



Tulsa County – Application for Honorary Designation

Sponsor Information:

Sponsor Name

Organization/Company (if applicable)

Address, City, State, Zip

Phone Number

Email Address

Honoree Information:

Honoree Name

Date of Decease

Dates in which Honoree resided in Tulsa County

Honorary Designation Information:

Official/Legal Street Name to be designated

Beginning point (S or W point)*

Ending point (N or E point)*

Number of Honorary Sign(s) requested

** Note: Per policy, the distance between the Beginning and Ending Point shall not exceed one (1) mile.*

Qualifications Statement:

Sponsor shall include, attached to their Application, a typed qualifications statement containing no more than 500 words describing the significance of the Honoree to Tulsa County. The statement shall include why the street location was selected for Honorary Designation.

By submitting this Application, Sponsor acknowledges and agrees to the following:

1. All information provided is true and accurate to the best of Sponsor's knowledge.
2. Tulsa County reserves the right to discontinue Honorary Designation at any time and for any reason.
3. Honorary Sign(s) are and shall remain the property of Tulsa County even at the end of the Designation Period.
4. Sponsor agrees to pay to Tulsa County within thirty (30) days of invoice for adopted Honorary Designations in the following amounts:
 - a. \$100 for each Honorary Sign requested and approved; and
 - b. \$100 for each Honorary Sign damaged, stolen, or otherwise in need of replacement during the Designation Period
5. Honorary Signs in need of replacement during the Designation Period and not paid for by Sponsor within thirty (30) days of invoice may be removed without replacement.
6. Renewals, if desired at the end of the Designation Period, shall be handled like new requests with all applicable rules and fees in effect at the time of renewal.

Sponsor Signature

Date

FOR QUESTIONS:

Questions regarding this application may be addressed to the Tulsa County Highway Engineering Division at engineering@tulsacounty.org or (918) 596-5733.

TO SUBMIT:

Completed applications may be submitted via email to engineering@tulsacounty.org or in-person or via mail service to:

Tulsa County Highway Engineering
218 W. 6th St., Ste. 840
Tulsa, Oklahoma 74119-1004

(For Office Use Only)

District/Reviewing Commissioner	
Recommendation	
Resolution Date/CMF (if recommended)	
Adoption & Expiration Dates (if adopted)	
Invoice & Payment Details	
# of Sign(s) & Location(s)	