



## Instructions for STREETS OF HONOUR NOMINATION FORM

THE CORPORATION OF THE CITY OF LONDON – PLANNING AND DEVELOPMENT DEPARTMENT  
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### Notes to the Customer:

- Please review the Street Naming – Streets of Honour Policy 25(9) for nominee eligibility criteria prior to submitting an application.
- War Veteran nominations must be received from a Veterans' organization.
- All other nominations must be accompanied by supporting documentation endorsing the nomination from the appropriate organization or branches of service.
- An individual may submit a maximum of three (3) nominations per year.
- A complete nomination package includes the following information:
  - Nominator contact information
  - Organization information (endorsing the nomination)
  - Nominee contact information
  - Nominator declaration
  - Biography of Nominee
  - Supporting documentation (photocopies welcomed, submissions will not be returned)
  - Photos of nominee, as available (photos will not be returned. Digital photos may be submitted with .gif, .jpg, or .jpeg extensions.)

**Incomplete applications will not be considered.**

*Please feel free to enclose any other additional comments, newspaper articles or commendations about your candidate.*

### Steps in the process:

- Step 1      **Submit complete nomination package.** Nomination submissions may be submitted to the above address. Digital photos or typed biographies may be submitted to [streetsofhonour@london.ca](mailto:streetsofhonour@london.ca). Please include the name of the nominee in the subject line of the e-mail.
- Step 2      **Nomination circulation and review.** The candidate name is circulated to the Municipal Addressing Advisory Group (MAAG) for review. Names are checked against existing street names for duplication including similar sounding names. Names are also checked for difficult spelling or pronunciation.
- Step 3      **Decision Letter (Approved).** If the name has been reviewed by MAAG and is acceptable to be added to the Streets of Honour Reserve List, Planning staff will notify the nominator of the decision. The nominee will be notified of the decision and be requested to return a consent form for the use of their name and biographical information.
- OR
- Decision Letter (Refused).** If the nomination has been reviewed by MAAG and is not acceptable to be added to the Streets of Honour Reserve List, Planning staff will notify the nominator of this decision.
- Step 4      **Nominee submits Consent Form.** Upon receipt of the nominee's consent, the name will be added to the Streets of Honour Reserve List.



