

# Nomination Form

## Nomination Overview

Richmond City Council may designate city streets with honorary street signs to celebrate and memorialize individuals that were a resident of the City of Richmond, Virginia for a significant period of their life.

Nominees are considered based on their historical or cultural significance, including any significant contributions to the Richmond community.

Establishing and dedicating a Richmond City Council Honorary Street Name in a person's name is a rare, limited, and extremely high honor that may be considered and bestowed on Richmond residents. Keeping the official city street name, an Honorary Street Name includes producing, preparing, and installing a specially created sign with an honoree's name on it and installing it at the location designated for commemoration.

## Nomination Process

Richmond residents, community organizations, and others interested in nominating a person to be a recipient of a Richmond City Council Honorary Street Name are welcomed to submit them for Richmond City Council consideration.

The nomination process includes completing the Richmond City Council Honorary Street Name Nomination Form and sending it to a Councilmember. It is recommended that a completed nomination, including all associated documents, **be sent directly to the Councilmember representing the Richmond Voter District containing the proposed location**. The Councilmember may further research, consider, and vet a nomination in determining a proposal of legislation or formal Richmond City Council deliberation or action.

## Guiding Legislation

Richmond City Council legislation guiding the Richmond City Council Honorary Street Name process was established by [Richmond City Council Richmond City Council Resolution # 2025-R016](#) and includes some of the following:

- Nominations must be for individuals, who may be alive or dead, but must have been a resident of the City of Richmond for a significant period of their life.
- Nominations are to include written documentation of the nominated individual's connection to the City of Richmond, Virginia, a description of their qualifications for receiving such an honor, and a letter from a local civic association, if applicable.
- Nominees are considered based on their historical or cultural significance, including any significant contributions to the Richmond community.
- Please see the Council resolution for more information regarding policies, etc.

## Nomination Form

Please use the following Richmond City Council Honorary Street Name Nomination Form to proceed with a nomination.

## A. Person Requesting Nomination (Nominator)

1. Nominator Name (Individual or Organization)
2. Nominator Contact Person (if organization)
3. Nominator/Organization Address
4. Nominator Phone Number
5. Nominator Email
6. Nominator Relationship to Nominee (if any)

## B. Person Being Nominated for a Street Name (Nominee)

Full Name of Person Being Nominated (Please reconfirm correct name and spelling.)

## C. Nominee: Individual Connection to City of Richmond, Virginia

The person being nominated, who may be alive or dead, must have been a resident of the City of Richmond, Virginia for a significant period of their life. Please provide the following information:

1. Was Nominee born/raised in Richmond? If so, please provide detailed date/information.
2. Please provide dates and locations of Nominee's time living in Richmond. Include details regarding birth, education (high school/university), and passing (if applicable).

## D. Requested Location of Honorary Street

1. Please provide the existing official [Street name and block number](#) being requested.
2. Please provide the Richmond Neighborhood name where street would be located.
3. Please provide the Richmond Voter District where street would be located.
4. Please provide reasoning for naming this particular street location.

## **E. Written Description of Nominee's Qualifications**

Please describe in comprehensive detail (in space below and attach additional pages, as needed), including dates, names, etc., the Nominee's qualifications for receiving such an honor. Please include historical or cultural significance, including significant contributions to the City of Richmond, Virginia community.

## ***Continued Written Description of Nominee's Qualifications***

### **F. Letter/s from Local Civic Association/s**

Please attach letter/s of support from local civic association, if applicable.

### **G. Additional Supporting Documents**

Please attach additional documents in support of this nominee, if applicable. Such items may include, but are not limited to:

1. News articles
2. Testimony from residents
3. Testimony from family
4. Other supporting documents

### **H. Submitting Nomination Form**

**Please send completed form to a Richmond Councilmember and copy their individual Liaison.** It is recommended that a completed nomination, including all associated documents, be sent directly to the Councilmember representing the Richmond Voter District containing the proposed location.

Please use the following helpful links for: [Councilmember Contact Information](#) and, if needed, for [Identifying a Richmond Voter District](#) by entering a Richmond street address.