

APPLICATION FOR STREET NAME CHANGE

Application No.: _____

Non-map item

Please complete the following application; please print. This application is for existing streets only. Information regarding the procedure to be followed by City staff is on the reverse side.

CURRENT STREET NAME: _____

PROPOSED STREET NAME: _____

(Please list at least two alternate street name choices)

1. _____

2. _____

REASON FOR CHANGE: _____

SOURCE/MEANING/BACKGROUND OF NEW NAME(S): _____

INFORMATION REGARDING APPLICANT/CONTACT PERSON:

NAME: _____

MAILING ADDRESS: _____

No. Street

City State Zip

Signature

()
Telephone

RELATIONSHIP TO STREET: Property Owner/ Tenant/ Lien Holder/ Other _____ (circle one)

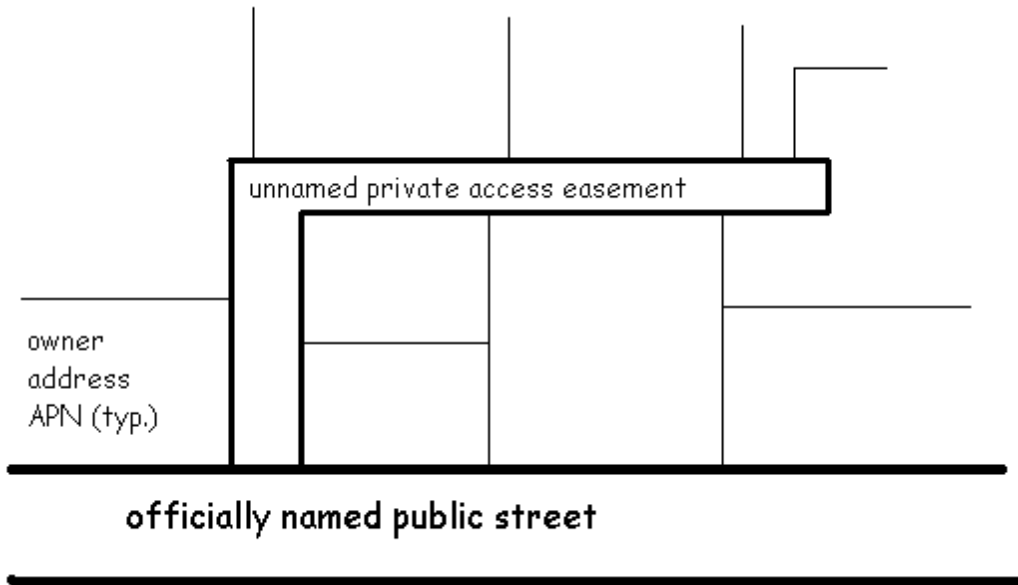
OTHER INTERESTED PARTIES (Provide names and addresses please.)

APPLICATION FOR STREET NAME CHANGE
SUBMITTAL REQUIREMENTS

The applicant shall submit the following items:

1. Completed application
2. Submittal fee of \$3,500.00
3. 500' radius map (prepared on assessor's pages) showing all the effected parcels and APN numbers.
4. 3 stamped sets (If it is a Public Street) 2 stamped sets (If it is a Private Street) of all the current property owners and tenants that may be affected, within 500' from the property boundaries (with APN numbers on the labels)
5. Check for \$150.00 for each new street name sign
6. List of all property owners and affected tenants within 500'
7. 8 ½ x 11 map showing existing street and all effected parcels with cross streets

Sample Map:



To be completed by staff

Final action on application: _____ Date: _____

APPLICATION FOR STREET NAME CHANGE
PROCEDURES FOR RENAMING PUBLIC AND PRIVATE STREETS

Procedure for Renaming Private Streets:

1. A request for Street Name Change is submitted in the form of a completed application. City staff processes the application into a petition.
2. The petition is mailed out by City staff to all the property owners, as established by the County Assessor's roll, who may be affected by the proposed street name change.
3. Appropriate public agencies are notified of the proposal and are requested to comment on it. (30 days)
4. Staff analyzes the feedback from the circulated petition and any comments from the above public agencies.
5. If there are no objections, the name will be considered changed.
6. Notices will be mailed by the City to affected parties to inform them of the decision and that the Planning Department will be changing the addresses.
7. Benefited property owners are responsible for purchasing and installing new signage.

Procedure for Renaming Public Streets:

1. A request for Street Name Change is submitted in the form of a completed application. City staff processes the application into a petition.
2. The petition is mailed out by City staff to all the property owners, as established by the County Assessors roll, that may be affected by the proposed street name change.
3. Appropriate public agencies are notified of the proposal and are requested to comment on it.
4. Staff will analyze the feedback from the circulated petition and any comments from the above public agencies.
5. A notice will be mailed out to the property owners informing them of the results of the circulated petition and of a date of hearing by the City Council.
6. At the scheduled public hearing, staff will provide the City Council with the results of the circulated petition and feedback from public agencies.
7. City Council will then take action to approve, deny, or continue the request to another scheduled City Council meeting. They may also require staff to provide other alternatives or information before they make a final decision.
8. Once the street name change is approved, the Resolution will be recorded at the County Recorder's Office.
9. Notices will be mailed by the City to affected agencies.
10. Sign changes: City may require the benefitted property owners to pay the actual costs of labor and materials.