



**Planning & Development  
Department  
DEPARTMENTAL DIRECTIVE**



<b>DD NUMBER:</b>	DD 99-044	<b>INITIATOR:</b>	CHARLES COLLEDGE
<b>SUPERSEDES:</b>	NOT APPLICABLE	<b>MANAGER:</b>	CAROLYN LONG <i>CL</i> LARRY SAHR <i>LS</i>
<b>DATE INITIATED:</b>	8/23/1999	<b>DIRECTOR:</b>	JOY RICH
<b>EFFECTIVE DATE:</b>	8/4/1999	<b>RESPONSIBLE AUTHORITY:</b>	CUSTOMER SERVICE / ADDRESSING
<b>SUBJECT: NEW STREET NAME AND/OR STREET NAME CHANGE PROCEDURES</b>			

**PURPOSE:**

To adopt procedures to implement the approval of new street names or the change of street names, under the newly adopted (8/4/1999) addressing regulations.

**REFERENCE:**

Section 103.4 c and d of the Addressing Regulations provide the authority for the adoption of written directives to adopt procedures and forms.

**POLICY/PROCEDURE:**

The attached procedures and forms shall be used for approving a new street name (not part of a subdivision) or for changing an existing approved street name.

1. **PRESUBMISSION MEETING.** Potential applicant should schedule a meeting with Planning and Development Department addressing staff. At this meeting the needs for and requirements for requesting a street name change will be discussed. Staff will determine if a name for the alignment exists and the size of any alias segment involved. This information, along with a sample application package, will be provided to the potential applicant should they desire to continue the process.
2. **APPLICATION SUBMISSION.** A complete street name change application must be submitted to the Planning and Development Department. A complete application shall consist of the following:
  - Filing Fee of \$500
  - Application form [.NAME.DOC](#)
  - List of all affected properties with parcel number and ownership petition indicating 51% approval of all affected property owners within the appropriate alignment segment [NAME3.DOC](#). Map identifying location of street to be named or have name changed (drawn to scale)
  - Provide mailing labels of all property owners who will be affected.
3. **REVIEW OF APPLICATION.** Upon acceptance of a complete application, the Planning and Development Department will first determine that the petition requirements have been met. If not met, the applicant will be notified of the number of additional signatures required. If these additional signatures are not provided within 6 months of notification of the applicant, the application shall be expired and the filing fee shall not be returned. If the petition requirement has been met, the Department shall route the application to impacted parties for comment. These parties shall include at least the following:
  - Sheriff's Office (911)
  - Local Fire District
  - MCDOT

The Department shall post the area of the street name change at least 10 days in advance of the hearing, notify the applicant and impacted property owners of the hearing, publish notification of the hearing in accordance with state open meeting law requirements.

4. **PUBLIC HEARING.** After hearing any comments on the requested change, the Board of Supervisors shall act on the street name or name change request. If approved, existing addresses will be assigned new addresses as quickly as possible following normal change of address procedures.