

City of Suffolk Department of Planning
APPLICATION FOR STREET NAME CHANGE



<i>PART 1- OFFICE INFORMATION: To be completed by staff</i>			
Application Number:		Date Submitted:	
Project Address:		Project Name:	
Tax Query:	<input type="checkbox"/> Current <input type="checkbox"/> Delinquent	Application Fee Paid:	
Decision:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date of Decision:	

<i>PART 2- GENERAL INFORMATION: To be completed by applicant</i>
<p><u>Important Notice:</u> Applications must be submitted in hard copy with original signatures. Incomplete applications will not be accepted. Street name changes must be approved by City Council only after they are reviewed by the Director and support is received from seventy-five percent (75%) of all affected property owners. Please review the processing procedures stated on the following page and the list of required submittal information prior to completing this application.</p> <p><u>Application Fee:</u> \$341.25</p> <p>"</p> <p>Current Street Name: _____</p> <p>Route Number (if applicable): _____</p> <p>"</p> <p>Proposed Street Name: _____</p> <p>"</p> <p>"Petitioner's Name(s): _____</p> <p>"</p> <p>"Petitioner's Address: _____</p> <p>"</p> <p>"Phone Number: _____ Email: _____</p> <p>"</p> <p>Summary as to why you are seeking this change (attach full narrative): _____</p> <p>"</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

PART 3- REVIEW PROCEDURE: To be reviewed by applicant

The following procedure applies to street name changes requested by private citizens.

1. The Director must determine that the proposed street name meets the following criteria: 1) is not a duplicate, 2) no directions are in the name, 3) the name is no more than 14 characters, 4) is not offensive, and 5) is designated as a boulevard, circle, court, drive, lane, parkway, road, or street according to the type of roadway based on the classification as contained in the City's Master Thoroughfare Plan.
2. A letter will be mailed to all of the affected property owners and the affected owners will indicate whether they agree or disagree to the proposed change.
3. Copies of subdivision plats and/or physical surveys.
4. If approved by City Council, the street name change will not be effective for thirty (30) days so that sign fees can be paid by the petitioner and the signs can be fabricated and posted. A letter is sent to the petitioner informing him/her of the results and costs for making and installing the new street sign. The new street sign will not be made nor installed until the City receives full payment from the petitioner. Once the required payments are made by the petitioner, the Planning & Community Development Director will send a memorandum to the Department of Public Works informing them of receipt of the required payment and to fabricate and post the street sign.
5. The Director of Planning & Community Development notifies all affected property owners, City Departments and agencies, the Post Office, and all utility companies of the street name change and effective date.

PART 4- REQUIRED INFORMATION FOR APPLICATION: To be completed by applicant

The applicant must INITIAL next to each item and ATTACH materials in the order that is listed below.

1. Full narrative explaining reasons for requested street name change. _____
2. One (1) copy of a **location map** accurately showing the location of the referenced street reduced to a paper size not more than 11" x 17". _____
3. A **list of the names and addresses** of all persons, firms, or corporations owning all properties affected by the street name change and the tax map number of such properties. Affected property owners include owners of all properties that abut the street in question whether containing an occupied dwelling or not. _____

Note to the Petitioner: It is highly recommended that the petitioner seek input from affected property owners and solicit their support of the street name change prior to filing the request with the Planning Division. It is the City's policy that seventy-five percent (75%) of all affected property owners must agree to street name changes initiated by a citizen, or the request will not be approved.
4. **I understand that the costs associated with this request, including postage, the creation and posting of new street signs, are my responsibility and I agree to pay all costs associated with this request.** _____