



Street Name Change Application Requirements

REVIEW CRITERIA: Street name changes must meet all of the criteria listed in the Subdivision Code before an application can be approved by Land Use Review.

The following criteria must be met in order for any Street Name Change to be granted:

1. No adverse impact. The efficient, timely and convenient delivery of services and goods, public and private, to the people and their property will not be adversely affected;
2. Requirements of the Subdivision Code have been met;
 - Street system;
 - Street design;
 - Private streets;
 - Street names;
 - Installation of curbs, sidewalks and pedestrian curb ramps.
3. Purpose of Chapter. The street name change comes within the purpose of the Chapter to promote the health, safety, conveniences and general welfare of the citizens. An application for a street name change for a street that crosses jurisdictional boundaries shall require approval of all entities involved prior to the street name change becoming effective.

SUBMITTAL CHECKLIST: The following items will need to be included in any Street Name Change review submittal.

Applicant	Planner
<input type="checkbox"/> General Development Application Form	<input type="checkbox"/>
1 copy of a Project Statement identifying the following:	
<input type="checkbox"/> 1. A clear description of the proposed waiver.	<input type="checkbox"/>
<input type="checkbox"/> 2. A justification based on the review criteria addressing why the street name change should be approved.	
<input type="checkbox"/> 1 copy of a Site Plan showing all "Plan Contents" below	<input type="checkbox"/>
<input type="checkbox"/> A legal description of the proposed project	<input type="checkbox"/>
<input type="checkbox"/> A copy of the Pre-Application Meeting Summary from the assigned City Planner	<input type="checkbox"/>
<input type="checkbox"/> All plans, documents, and reports uploaded to Dropbox folder (Planner to send folder invite link through email)	<input type="checkbox"/>

PLAN CONTENT REQUIREMENTS: The site plan must include the following information.

<input type="checkbox"/> Provide an area for the Land Use Review file number in the lower right-hand corner of all sheets.	<input type="checkbox"/>
<input type="checkbox"/> Indication of standardized scale, both fractional and bar (i.e. 1" = 20')	<input type="checkbox"/>
<input type="checkbox"/> North arrow	<input type="checkbox"/>
<input type="checkbox"/> Date of preparation	<input type="checkbox"/>
<input type="checkbox"/> Subdivision name with all applicable recording information	<input type="checkbox"/>
<input type="checkbox"/> The requested street name change area	<input type="checkbox"/>
<input type="checkbox"/> Dimensions of rights-of-way	<input type="checkbox"/>
<input type="checkbox"/> Names of all adjacent property owners	<input type="checkbox"/>
<input type="checkbox"/> Names of all adjacent streets	<input type="checkbox"/>
<input type="checkbox"/> Name, address and phone number of applicant/owner	<input type="checkbox"/>