



## Street Name Change Application Requirements & Checklist

### Submittal Checklist

<b>General Requirements</b>	
<input type="checkbox"/>	General Applicant and Owner Acknowledgement form
<input type="checkbox"/>	Project Statement identifying the following: <ol style="list-style-type: none"> <li>1. A clear description of the proposed waiver.</li> <li>2. A justification based on the review criteria addressing why the street name change should be approved.</li> </ol>
<input type="checkbox"/>	Site Plan showing all "Plan Contents" below
<input type="checkbox"/>	A legal description of the proposed project
<input type="checkbox"/>	A list of all properties requiring an address change (owner names/current address/tax schedule number)
<input type="checkbox"/>	Pre-application summary

### Plan Contents

<b>Overall Page Layout</b>	
A complete 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"/>	Indication of standardized scale, both fractional and bar (i.e. 1" = 20')
<input type="checkbox"/>	North arrow
<input type="checkbox"/>	Data of preparation
<input type="checkbox"/>	Subdivision name with all applicable recording information
<input type="checkbox"/>	The requested street name change area (graphically illustrated and notated with existing and proposed street names)
<input type="checkbox"/>	Dimensions of rights-of-way
<input type="checkbox"/>	Names of all adjacent property owners
<input type="checkbox"/>	Names of all adjacent streets
<input type="checkbox"/>	Name, address and phone number of applicant/owner
<input type="checkbox"/>	Outline in bold the entire area of the street name change.

### Review Criteria

**STREET NAME CHANGE REVIEW CRITERIA:**  
 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.

### Review Process



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- If any addresses are to be changed fill out the form located at the link below for PPRBD. City Agencies will be notified in the address change distribution process.  
[https://www.pprbd.org/Downloads/Addressing/REQUEST\\_TO\\_CHANGE\\_ADDRESS%202018.pdf](https://www.pprbd.org/Downloads/Addressing/REQUEST_TO_CHANGE_ADDRESS%202018.pdf)
- Once the street name is approved by City Council, Planning staff notifies Enumerations and Street Naming of the street name change. Enumerations begins the process of the address changes. Street Naming updates the database for E911 (updates are finalized once a month). Once the database is updated a temporary street sign is posted at the site until a permanent sign can be posted.
- Address change per Enumerations Code must be posted within 15 days of receiving the certified mail copy.
- A permanent sign will be posted within 6-8 weeks.