

# APPLICATION REQUIREMENTS



## Street Name Change

**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

**General Development Application Form**

Copies of a **Project Statement** identifying the following (Planner specified number of copies):

1. A clear description of the proposed waiver.
2. A justification based on the review criteria addressing why the street name change should be approved.

1 copy of a **Black Line** of the proposed project, reduced to 11" x 17", or a **.pdf**

A **legal description** of the proposed project

A copy of the **Pre-Application Meeting Summary** from the assigned City Planner

**Site Plan** folded no larger than 11" x 14" (# TBD by Planner)

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

Provide an area for the Land Use Review file number in the lower right-hand corner of all sheets.

Indication of standardized scale, both fractional and bar (i.e. 1" = 20')

North arrow

Date of preparation

Subdivision name with all applicable recording information

The requested street name change area

Dimensions of rights-of-way

Names of all adjacent property owners

Names of all adjacent streets

Name, address and phone number of applicant/owner