



CITY OF HAMAPTON

POLICY FOR CITIZEN INITIATED STREET NAME CHANGES

ATTACHMENT A

January 24, 2018

Purpose:

In some instances citizens or organizations desire to change the name of public and private streets in the City. The purpose of this policy is to outline the City's street naming policy and processing procedures. An application fee of \$100 must be submitted with all requests. The City will not be responsible for any costs associated with the street name change for property owners such as but not limited to brochures, stationery, business cards, etc. as well as the cost of notification and other changes related to the change. Because street name changes affect people and inconvenience them, street name changes may only be approved by City Council.

This policy does not apply to street name changes initiated by the City.

Procedures:

1. A citizen or organization, hereinafter referred to as the "petitioner", files a request with the Public Works or his designee requesting the street name change. Request shall include the following:
 - A petition that includes the current street name, the proposed street name, a contact name and number (address and phone number), e-mail address, reason for the change and the application fee. See attached petition.
 - A map showing the location of the street.
 - A listing of property owners affected by the proposed street name and their addresses. Affected property owners include owners of all properties that abut the street in question whether containing an occupied dwelling or not.
2. The Director of Public Works or his designee reviews the package for completeness and confirms accuracy of listing of the names and addresses of property owners affected by the proposed street name change. The Director of Public Works or his designee also

coordinates with the Information Technology/GIS Office to verify that the proposed street name meets the following criteria to include but not limited to: is not a duplicate, no directions in name, no more than 14 characters, not similar sounding, etc. and conforms to the USPS Standard Suffix Name and Standard Abbreviation list found at: https://pe.usps.com/text/pub28/28apc_002.htm according to the type of roadway based on the functional classification and is consistent with the City's Information Technology/GIS Office Address and Street Naming Policy found at: <http://www.hampton.gov/DocumentCenter/View/603>.

3. If the Director of Public Works or his designee determines that the street name request can proceed, a letter will be prepared to the affected property owners. The letter must contain the following: current street name, proposed street name, and a check box indicating whether or not the property owner agrees to the street name change, date on which property owners must respond and a name and phone number in case there are questions. Only those responses received will be used in determining if the 75% approval threshold has been met of the total number of properties. See attached form letter.
4. The request to change the name must be approved by seventy-five percent (75%) of all affected property owners prior to forwarding to City Council for final approval unless the request is due to a duplicate street name. The Director of Public Works or his designee will prepare a letter to the petitioner with reasons why the request is denied. The petitioner will be contacted approximately 10 days before the final response due date as to the status of responders.
5. If seventy-five percent (75%) of the property owners concur with the request, the request will be forwarded to City Council for final consideration. If approved by City Council, the street name change will not be effective for sixty (60) days so the signs can be fabricated and installed. A letter is sent to the petitioner informing him/her of the results.
6. The GIS Office of the Department of Information Technology notifies all affected property owners, City Departments and agencies, the Post Office, and all utility companies of the street name change and effective date.

PETITION TO CHANGE STREET NAME

(Please print neatly)

1. Petitioner(s) Name:

Address:

E-mail Address: _____

2. Current Street Name _____

3. Proposed Street Name: _____

4. Please describe the reason(s) why you are seeking the street name change:

FILING REQUIREMENTS CHECKLIST

1. The petition with the original signature(s).
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.

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 Department of Public Works. It is the City's policy that seventy-five percent (75%) of all affected property owners must agree to the street name changes initiated by a citizen, or the request will not be approved. Only those responses received will be used in determining if the 75% approval threshold has been met of the total number of properties.

4. Application fee of \$100 made payable to the City of Hampton is enclosed.

I, the undersigned Petitioner, certify that to the best of my knowledge, all statements in this application are accurate and complete, including all required information and submittals. I understand that the costs associated with this request, including postage, the creation and posting of new street signs, is my responsibility and agree to pay all costs associated with this request.

Name: _____
(Printed)

(Signature)

Completed requests must be returned to:

City of Hampton
Department of Public Works
Attention: TBD
Address TBD
Hampton, Virginia 23669
(757) 727-8311

SAMPLE LETTER FORMAT

Date: _____

Dear Citizen:

Please be advised that the Hampton Department of Public Works has received a request to change the name of a street that abuts property you own. The current name of the street and proposed name of the street is as follows:

(current name of street)

(proposed name of street)

The Department of Public Works would appreciate your response to the following question:

Do you support this street name change?

Yes _____

No _____

If no, please explain:

Completed questionnaires must be returned to:

City of Hampton
Department of Public Works
Attention: TBD
Address TBD
Hampton, Virginia 23669
(757) 727-8311

Please return within thirty (30) days from the date of this letter. Only those responses received will be used in determining if the 75% approval threshold has been satisfied.

Sincerely,