

3.5 Checklist

Street Renaming Process

Street Renaming is a type of Subdivision Amendment when the only change being made is the names of streets within that subdivision.

Your Application

- Submit your application materials to the One Stop Shop, Room 100 City Hall, by the Planning Commission application deadline. Your application must include the following:
 - Application Cover Sheet and Applicable Fee
 - A map showing existing street names
 - A map showing proposed street names

After Submitting Your Application

1. Determination of Completeness. Within 15 business days of your application, you should expect to:

- Receive an “Applicant Letter,” which acknowledges a complete application, shares the date of the Planning Commission meeting and the assigned staff person, and notifies you of State-mandated deadlines for the City to make a decision, **OR**
- Receive notification that your application is incomplete, with details on further information to submit.

2. Public Notice.

A mail notice will be sent by the City to property owners within 350 feet.

3. Staff Review. Planning staff will evaluate your application and prepare a staff report. When considering a recommendation for street renaming, Planning Staff generally review the Comprehensive Plan (including the Future Land Use Map, Governing Principles, and Policies), surrounding land uses and zoning, naming of any similar streets within the city or surrounding area, and other related factors.

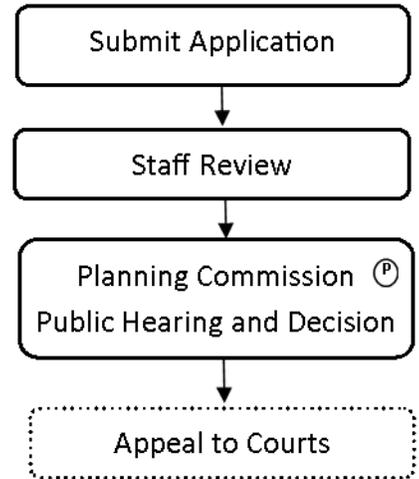
- You will receive an email with the Planning Commission agenda and a link to this staff report about 5 days prior to the meeting.

4. Planning Commission Decision. Planning Commission meetings are scheduled at 5:00 pm on the second Tuesday of each month. **We ask that applicants or an agent attend this meeting.**

The Planning Commission will review the application and make a decision to adopt, adopt with modifications, or deny the application. You will receive an Action Letter documenting the decision.

5. Recording (if approved). Work with the County Recorder’s office to record these amendments as necessary.

Street Renaming



Ⓟ Indicates Public Hearing Required

Important Dates

Application Deadline:

Planning Commission:

Effective*:

**Please note that these dates are approximate guidelines and may change*