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## **Street Name Change (Amendment) Policy**

### **Statement of Policy**

The intent of these procedures is to promote sound and desirable street naming and addressing practices, while maintaining accurate and concise street naming and addressing records. In harmony with this purpose, these procedures shall not be amended except to (1) correct an error or oversight in the procedures, or (2) to correct/change the name or type of an existing street in the City of Maricopa. The Development Services Department will process amendment requests in the manner set forth herein.

### **Street Name Changes**

**1. City-initiated changes.** The City Council may, by resolution, initiate a street name change. A public hearing shall be scheduled notifying all interested citizens of the proposed street name change. In addition, all citizens who may be affected by the street name change shall be notified in advance and in writing of the public hearing. Once the resolution for the name change has been approved, the resolution shall be recorded with the Pinal County Recorder's Office.

**2. Citizen petition.** A written petition to change the name of a public or private street may be submitted by any owner of an abutting lot or parcel. This petition must be submitted to the Development Services Department and must include:

- Date of application
- Applicant/property owner contact information
- Applicant/property owner petition
- Signature of the applicant/property owner
- Application fee
- Current street name
- Proposed street name, with two alternative choices
- Justification for the change
- Signature of at least 51 percent of the individuals that own a lot or parcel abutting the street

**3.** Street name changes/new name assignments may also be initiated by one or more members of the City Council, an owner of land abutting the street involved in the request, or by the Development Services staff.

4. All changes to or new street names shall be approved through a resolution of the City Council following a public hearing. The public hearing shall be advertised in accordance with state open meeting laws and as required herein.

5. Notice regarding the proposed street name changes shall be posted (at least one per block/street segment in the area where addresses have been assigned) at least 10 days prior to the public hearing. The notice shall include the existing and proposed street names, as well as the date, time, place, and location of the public hearing.

6. Once a street name change is approved through a resolution of the City Council, this resolution shall be recorded with the Pinal County Recorder's Office and the Development Services staff shall notify all agencies that may be affected by the name change.

#### **Recommendation**

All requests for street name changes must be submitted in writing to the Development Services office and will require a minimum of forty five (45) working days for staff review and evaluation.

The Development Services staff shall review street name change petitions in accordance with these procedures. Such review shall include, but not be limited to, the following criteria:

- a. The number and types of residences/buildings that will require a situs address change.
- b. The approval/disapproval of owners of land abutting the street.
- c. The length of time the street name has been in use.
- d. The length of the existing street and the amount of traffic on this street.
- e. The compatibility of the proposed name with the names of adjacent streets.
- f. The impact on emergency response.
- g. Whether the street name change is necessary.

The Development Services staff shall prepare a report for the City Council that identifies the petition and describes: the petition's compliance or noncompliance with these procedures, comments received from the emergency service providers, and the percentage of property owners with land abutting the street supporting the request. This report shall then be forwarded with a recommendation to the City Council for the approval/denial of the petition.

The new name of a residential street will become effective thirty (30) days after the resolution is approved by the City Council. The new name of a commercial street will become effective ninety (90) days after the resolution is approved by the City Council.