



# APPLICATION

## NEW STREET NAME or CHANGE OF STREET NAME

### WHAT TO KNOW BEFORE APPLYING:

**Filing Deadline and Application Acceptance:** Application submissions must be received on or before the monthly filing deadline. Application requests must be submitted online via the [Alexandria Permit and Planning portal \(APEX\)](#). Application forms which correspond with a given request type should be included with applicant submissions made through APEX. Application forms can be found within the [APEX Document Library](#).

The filing deadlines associated with a given hearing are located on the [Planning Commission Hearing schedule](#). Staff may grant a grace period to allow the applicant time to submit missing materials. The applicant will be responsible for resubmitting the complete application package before the grace period ends. Applications submitted after a filing deadline and after the grace period will be processed for the next hearing cycle.

**Application Forms and Plans:** All portions of the application package must be completed in order for the application to be reviewed. Please use the application checklist contained in the application package to ensure that all components are completed. The petition signatures must be submitted on the petition template provided. Please print multiple blank sheets to collect the requisite number of signatures.

**Filing Fee:** There is no filing fee for new street name or change of street name applications.

### AFTER FILING THE APPLICATION:

#### Review Process:

- **For streets classified as local, primary collector, residential collector, alley or unnamed alley:** Once the application package has been accepted, it will be assigned a case number and circulated to various City agencies for their review and comment. Planning & Zoning staff will prepare a staff report with a recommendation at a public hearing.
- **For streets classified arterial or expressway:** The request will be forwarded to City Council. City Council members may then raise the issue and by majority vote direct staff to bring the proposal forward as an ordinance change which shall include a public hearing and notification to adjacent property owners.

**Property Owner Written Notification:** For streets classified as local, primary collector, residential collector, alley or unnamed alley, the applicant must provide written notice to all abutting property owners. See detailed '[Notice Requirements](#)'.

**Requests to Defer or Withdraw:** At any point during the review process, the applicant may request that the application be deferred to an upcoming docket or withdrawn entirely. All requests to defer or withdraw must be submitted in writing. An application may also be put on hold for up to six months. It is the responsibility of the applicant to notify staff to re-docket a held application. If there is no activity within six months, the application will be withdrawn by staff.

### PLANNING COMMISSION/CITY COUNCIL HEARINGS:

**Planning Commission and City Council Hearings:** Both Street Name Changes and New Street Name requests are considered by the Planning Commission during their regular meeting which normally occurs on the first Tuesday of each month in the City Council Chambers, City Hall, at 7:30 P.M. Change of

Application street name new.pdf

Street Name cases are subsequently considered by the City Council on the second Saturday following the Planning Commission hearing in the City Council Chambers, City Hall, at 9:30 A.M. Meeting dates may change and should be verified by the applicant at the time of filing the application. Please note that the applicant or a representative must attend the meetings. Failure to attend the Planning Commission hearing will result in a deferral or possibly denial or dismissal of the application.

## **STREET NAME CHANGE PROCESS:**

All requests for the renaming of existing streets within the City of Alexandria shall be submitted by application to the Department of Planning and Zoning. The application may be submitted by a citizen or a civic association for a [street classified](#) as an **arterial, expressway, local, residential collector, primary collector or alley**.

Street name changes will not be considered if:

- The proposed street name is a duplication of an existing street name in Alexandria;
- The proposed street name change is a near duplication in spelling to an existing street or phonetically similar to an existing street;
- The existing street name has significant historical value to the City;
- The street name requested to be renamed is perceived to be offensive to segments of the City's citizenry;
- If the proposed street name change is longer than 14 characters;
- If the proposed street name is after a living person; and
- If the proposed street name is after commercial entity or implies a commercial endorsement.

It is strongly recommended to work closely with staff to identify potential street names which meet all street renaming criteria prior to beginning the application and collecting petition signatures.

The application shall include the following:

- Street Name Change Application;
- A location map showing the street or portion of street proposed for renaming with affected address range; and
- **For streets classified as a local, primary collector, residential collector, alley or unnamed alley:** A petition signed by at least 75% of the property owners abutting the street with printed names and addresses next to the signatures\*.
- **For streets classified as an arterial or expressway:** A petition signed by at least 100 Alexandria property owners with printed names and addresses next to the signatures.\*

*\*This process is a commitment by all affected parties to rename the street on which their property is addressed. If the proposed street name is approved, there will be an address reassignment for each property, and all owners will be impacted personally and financially. Affected property owners are responsible for notifying personal correspondents and will bear whatever expenses incurred due to changing personal information, i.e., address numbers of house, mailbox, driver's license, credit cards, stationary, legal documents, etc.*

## **APPLICATION CHECKLIST**

- ✓ **Site Plan**
  - Clearly identify the street in its entirety that you are requesting to rename with affected address range.
- ✓ **Signed Petition** - The signed petition must include the following:
  - Clearly identify the current and proposed street name
  - Identify **all** properties abutting the affected street
  - Signed petitions as described above (name, address, and signature)
- ✓ **Completed Application**

**Application street name new.pdf**



**APPLICATION**

**STREET NAME CHANGE:**

**LOCATION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**REASON FOR REQUEST FOR STREET NAME CHANGE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Print Name of Applicant or Agent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing/Street Address

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
City and State      Zip Code

\_\_\_\_\_  
Date

For **Change of Street Names**: These items are public hearing items and are therefore required to be noticed by newspaper, posting, and letters to adjoining owners. It is the policy of P&Z to advertise in the newspaper and post the site, but not to mail out notices. Mailed notices are the responsibility of the applicant.

**Change of Street Names** are heard by PC and CC.

**DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY**

Application Received: \_\_\_\_\_ Legal advertisement: \_\_\_\_\_

ACTION - PLANNING COMMISSION \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_ ACTION - CITY COUNCIL: \_\_\_\_\_



