

Petersburg Public Work and Utilities Policy	EFFECTIVE DATE April 2, 2014	REVIEW DATE
SUBJECT Street Name Change Policy		SPECIAL REMARKS <input checked="" type="checkbox"/> New Order <input type="checkbox"/> Amends <input type="checkbox"/> Replaces 85-1
REFERENCES:		
 Director of Public Works and Public Utilities		

PURPOSE

This document sets forth the policy about citizens' request to change the name of public and private streets in the City. The purpose of this policy is to provide a standardized and expedient method of obtaining name changes for existing streets and roadways within the City of Petersburg. All costs associated with such requests are to be borne by the citizen making the request. Because street name changes affect people and inconvenience them, street name changes may only be approved by City Council. The Department of Public Works and Public Utilities reserves the right to modify or update these policies at any time.

POLICY

- 1) A citizen, hereinafter referred to as the "petitioner", files a request with the Director of 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, phone number and email address if available), reason for the change and statement that the petitioner agrees to pay all costs associated with the request, including the cost of new street sign(s).
 - An Administrative Fee of **\$200.00** (two hundred dollars) to cover review, advertising, etc. (This fee shall not be waived – **no exceptions**)...when due?
 - A map showing the location of the street.
 - A listing of property owner's 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 determines if the proposed street name meets the following criteria:
 - is not a duplicate
 - no directions in the name
 - no change of arterial or collector streets, only changes to local streets may be recommended
 - is not offensive (to include vulgarity, crudeness or other unacceptable language)
 - no public safety implications

- no way-finding complications (broken street name segments)
 - is designated with a suffix (Drive, Court, etc.) according to the type of roadway based on the City's Street Naming classification
 - no more than 18 characters including spaces
- 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
 - check box indicating whether or not the property owner agrees to the street name change
 - date on which property owners must respond
 - name and phone number in case there are questions

See attached form letter

- 4) The request to change the name must be approved by one hundred (100%) of all affected property owners prior to forwarding to City Council for final approval unless the request is due to a duplicate street name. If denied, the Director of Public Works (or his designee) will prepare a letter to the petitioner with reasons why the request is denied and a refund of one half (1/2) of the original amount will be accompanied.
- 5) If one hundred percent (100%) 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 that sign costs can be paid by the petitioner and the signs can be fabricated and posted. A letter is sent to the petitioner informing him/her of the results and costs for making and installing the new street sign. The new street sign will not be made nor installed until the City receives full payment from the petitioner. Once the required payments are made by the petitioner, the Director of Public Works will send a memorandum to the Street Operations Division verifying receipt of the required payment and to fabricate and post the street sign. ***
- 6) The petitioner(s) has six (6) months from the date of approval by City Council to provide the full payment of the sign fabrication and installation. If the six (6) months elapse, the permit will no longer be valid and a new application request must be submitted. No refunds will be given for failure to meet the six (6) months deadline.
- 7) The Director of Public Works (or his designee) notifies all affected property owners, City Departments and agencies, the Post Office, all utility companies and all applicable entities of the street name change and effective date. A notice will be placed in the local newspaper and on the City Website to make Petersburg city residents aware of the change.

DEFINITIONS (STREETS)

STREET

A public right-of-way which offers a primary means of vehicular access to properties, or provides for through traffic, whether designated as a highway, parkway, turnpike, street, avenue, road, boulevard, thoroughway, land, place or any other thoroughfare. A street shall be deemed the total length and width of the strip of land dedicated or designed for public travel, including such improvements as may be required.

STREET, ARTERIAL, MAJOR

A thoroughfare which carries the major portion of traffic entering and leaving the urban, suburban and rural areas such as between the central business districts and outlying residential areas, between major inner city communities or between major suburban centers.

STREET, ARTERIAL, MINOR

A thoroughfare which connects with and augments the major arterial street system and provides service for traffic of moderate trip length at a somewhat lower level of service.

STREET, COLLECTOR, MAJOR

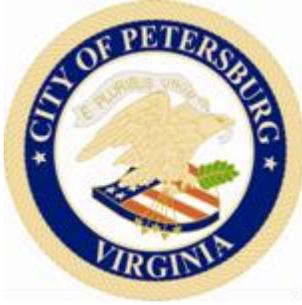
A street, or system of streets, that distributes traffic from the arterials through the area to the ultimate destination which may be a local or minor collector street. The major collector also collects traffic from local and minor collector streets in the neighborhood and channels such traffic into the arterial systems.

STREET, COLLECTOR, MINOR

The principal entrance street or a residential development and the principal circulating street within a development.

STREET, LOCAL

A street of limited continuity used primarily for access to & butting properties and serving local needs of a neighborhood.



CITY OF PETERSBURG

DEPARTMENT OF PUBLIC WORKS AND PUBLIC UTILITIES

103 WEST TABB STREET, PETERSBURG, VIRGINIA 23803

PHONE (804) 733-2355 FAX (804) 732-2030

PETITION TO CHANGE STREET NAME

(Please type or print neatly)

1. **Petitioner(s) Name:** _____

Petitioner(s) Address: _____

Daytime Phone: _____

Fax Number: _____

Email Address: _____

2. **Current Street Name and Route Number (if applicable):**

3. **Proposed Street Name:**

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

FILING REQUIREMENTS CHECKLIST

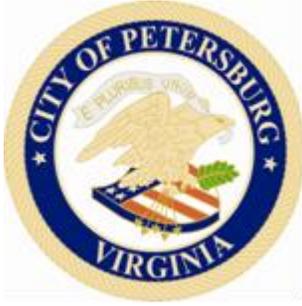
1. The petition with the original signature(s).
2. One (1) copy of a location map accurately showing the location of the referenced street reduced to a paper size not more than 11" x 17".
3. A list of the names and addresses of all persons, firms, or corporations owning all properties affected by the 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 Engineering and Stormwater Management Division. It is the City's policy that one hundred percent (100%) of all affected property owners must agree to street name changes initiated by a citizen, or the request will not be approved.

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)



CITY OF PETERSBURG

DEPARTMENT OF PUBLIC WORKS AND PUBLIC UTILITIES

103 WEST TABB STREET, PETERSBURG, VIRGINIA 23803

PHONE (804) 733-2355 FAX (804) 732-2030

Date: _____

Dear Citizen:

Please be advised that the City of Petersburg Department of Public Works and Public Utilities 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 City of Petersburg Department of Public Works and Public Utilities would appreciate your response to the following question:

Do you have any objections to this street name change? Yes _____ No _____

If yes, please explain: _____

Completed questionnaires must be returned to:

City of Petersburg
Department of Public Works and Public Utilities
103 W. Tabb Street
Petersburg, VA 23803

It is imperative to complete the questionnaire and return it to the address listed above. If the City of Petersburg Department of Public Works and Public Utilities does not receive a completed questionnaire or otherwise hear from you within thirty (30) working days from the date of this letter, the Department advises that it will not proceed with the street name change on the assumption that you **object** to the request.

Sincerely,

City of Petersburg Department of Public Works and Public Utilities