

## **City of Glendale Street Naming / Renaming Policy**

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### **Section 1: Background**

1. Maricopa Association of Governments (MAG) Address and Street Name Assignment Policy states that a “newly developed street will assume the name of the street on which it aligns.”
2. North/South streets are typically numbered (per the established grid system).
3. All numbered streets west of Central Avenue use Avenue, Drive, Lane, Glen and Dale in that order as the specifically numbered street is located further west.
4. East/West angled or loop right of way have a name assigned that is in the same alignment or a new street name is identified per the new name assignment policy.
5. For New Name Assignments, names should be short, easy to pronounce, easy to spell, be sufficiently distinct from existing street names and be free of offensive or derogatory language (in any language/translation).

### **Section 2: Types of Name Change Processes**

1. Administrative
  - New plat with right of way dedication(s) or Map of Dedication (MOD).
  - Right of way dedicated but not yet named (separate instrument dedication).
  - Street name changes to correct an error.
2. Legislative
  - Requests by property owners to change a recorded street name.
  - Council-initiated.

### **Section 3: Administrative Naming Processes**

#### **Street Name Review for Subdivision Plats and MODs:**

Developer submits a Preliminary Plat or MOD with suggested street names (collector, local) following assignment criteria. Glendale Engineering Department staff reviews and names unnamed streets or works with developer to revise names when necessary. Street names will be identified on plat, MOD, master plan, and site plan.

#### **Right of way dedicated but not yet named:**

Development Services Department names the street in accordance with assignment criteria and requests City Council approval of the naming ordinance.

#### **Street name changes to correct an error:**

This process allows the Development Services Department to administratively correct street name errors on newly recorded subdivision plats or MODs. The following are the processes depending on which party initiates the correction or change.

- A. Certificate of Correction initiated by the Engineer of Record, or their designee for the subdivision plat.

Process: The Certificate of Correction or Change shall state the following information:

- The corrections and/or changes requested.
- The date that the plat was recorded.
- The recording book and page number of the plat which is to be modified.
- Written consent to the correction or change by the current owners of record of all the properties affected by the correction or change.
- Signature line for approval by the Development Services Department Director; and
- Signature line for a representative of the City Attorney's Office approving the form of the Certificate of Correction.

The developer and/or their representative shall have the certificate or change recorded with the Maricopa County Recorder. A copy of this document shall be filed with the City Clerk Department and notification of the street name change shall be distributed to all interested parties by Development Services Department.

- B. Certificate of Correction initiated by the City of Glendale.

Process: The Development Services Department Director, or designee, prepares the Certificate of Correction stating the following information:

- The corrections requested.
- The date that the plat was recorded.
- The recording book and page number of the plat which is to be modified.
- Written notification by certified mail of the correction to the owner(s) of record of all the properties affected by the correction.
- Owner(s) shall have seven days to request a hearing before the City Council if they oppose the correction.
- Signature line for approval by the Development Services Department Director, or designee.
- Signature line for a representative of the City Attorney's Office approving the form of the Certificate of Correction.

The Development Services Department Director shall have the Certificate of Correction recorded with the Maricopa County Recorder. A copy of this document shall be filed with the City Clerk Department and notification of the street name change shall be distributed to all interested parties by Development Services Department.

#### **Section 4: Legislative Processes**

##### **A: Requests by property owners to change recorded street name when it is deemed offensive, derogatory, or confusing:**

Process:

1. Applicant meets with Development Services Department to discuss the application and submittal requirements.

2. Development Services Department reviews request with input from the Fire, Police, Water Services, and Transportation Departments.
3. The Petition Process
  - a. Development Services Department will provide the applicant with a list of affected street addresses along with an official petition signature form.
    - i. If fewer than twelve (12) affected properties, then 100% of affected property and business owners' approval is required.
    - ii. If twelve (12) or more affected properties, then 75% of affected property and business owners' approval is required.
  - b. Applicant submits Affidavit of Circulation and the signed petition to the Development Services Department.
  - c. If all application requirements are met, the applicant must pay a \$600 application fee in accordance with the Development Services Department Fee Schedule. Staff initiates the Public Participation Process and the City Council Public Hearing Process.
4. The Public Participation Process
  - a. Timing: Within sixty (60) days of receiving a completed and acceptable petition from the applicant, City staff shall host a public meeting to seek input from Glendale residents and businesses.
  - b. Notification: City will mail a Notice of Public Meeting to property and business owners, residents, and registered neighborhood associations within 1/2-mile of the affected "arterial" street, and within 1/8-mile for affected "collector" and "local" streets. Staff will identify all multi-unit properties on the affected street, either commercial or residential, and in consultation with the property manager(s), identify individual unit addresses to ensure all rental tenants receive notification, in addition to the property owner. A sign for Notice of Public Meeting is posted on the affected street (similar to zoning modification sign posting).
5. The City Council Public Hearing Process
  - a. Timing: Within one hundred twenty (120) days of receiving a completed and acceptable petition from the applicant, unless extended due to extenuating circumstances, staff will set a public hearing of the City Council to seek input from Glendale residents, property owners, and/or businesses.
  - b. Notification: City will mail notice to all affected property addresses to inform them of the date, time, and location of the Council meeting twenty (20) days prior to the meeting at which the City Council will vote on the proposed name change. Notification will be mailed to owners, residents, registered neighborhood associations within 1/2-mile of the affected "arterial" street, and within 1/8-mile for affected "collector" and "local" streets. Staff will identify all multi-unit properties, either commercial or residential, and in consultation with the property manager(s), identify individual unit addresses to ensure all rental tenants receive notification, in addition to the property owner. A sign for Notice of Public Hearing is posted on the affected street (similar to zoning modification sign posting).

- c. Staff will prepare a Council report that includes:
  - i. a map of impacted streets and abutting properties.
  - ii. an analysis of costs to the City to replace street signs and a potential source of funding to cover those costs.
  - iii. comments received from the public and from those directly affected by the street name change.

**B: Requests by the Mayor or a City Councilmember to change a recorded street name:**

Process:

1. The Mayor or a Councilmember may request initiation of the process to change a street name along with proposed new street name or name options and basis for the change. The request with proposed new street name(s) should be submitted to the City Manager in writing.
2. In accordance with established deadlines, at the next available formal Council meeting, staff will request City Council action to decide whether to initiate the process to review and later decide whether to change the street name.
3. If approved by the full City Council, staff will prepare a Council report that includes:
  - a. a map of impacted streets and abutting properties.
  - b. an analysis of costs to the City to replace street signs and a potential source of funding to cover those costs.
  - c. consideration of financial impacts as a result of a street name change.
4. Seek Council direction.

**Section 5: After City Council Approval of a Name Change**

The City will notify the United States Postal Service, which will update their database to ensure that any mail sent to an address with the previous street name will be delivered to the address under the new street name. Development Services Department will notify all affected City Departments, Maricopa County Agencies, public and/or private utility companies, Federal Express, United Parcel Service, private mapping services (such as Google, Bing, Yahoo, MapQuest, and Wide World of Maps), and any other affected entities.

Development Services Department also will send to each property owner a notification letter of approval, an Address Change Notification, and a copy of the ordinance. These can be presented by the property owner to any private entity that may request official documentation.