

## **Street Naming Application Process Guidelines and Instructions**

All streets, by definition of Article XVI of the Leon County Code of Laws, shall be named in the interest of the health, safety and welfare for all Leon County and City of Tallahassee residents. The Leon County Growth and Environmental Management Department (GEM) was designated as the department responsible for the approval of all street names. This includes streets located in the unincorporated and incorporated areas of Leon County. This set of instructions has been provided in an effort to enhance the understanding of the application process for unnamed roads and for all new developments that create public or private roadways within Leon County and the City of Tallahassee.

All proposed street names must be approved by the Development Services Division/Addressing Unit within GEM. Potential street names can be verified before submitting the street name application by calling the Addressing Unit at (850) 606-1300. In order to be placed on the Street Name Reserve List, the request must be accompanied by a completed street name application. If no activity occurs within a three year time frame from the submission date for newly proposed subdivisions, the applicant or their agent will be required to resubmit a new street naming application for approval.

The Addressing Unit staff can only accept completed applications. A completed application will include authorized signatures from no less than 75% of abutting property owners. Abutting property owners shall include all persons currently owning property which touches the targeted roadway, including properties which are undeveloped. Abutting property owners with houses that do not face the targeted road will be eligible to submit an application and will also be counted toward the 75% required for approval. Persons who own multiple lots of record which abut the targeted roadway will be allowed one approving signature for each lot they own.

### **Helpful Hints and Tips Completing Your Street Naming Application**

In deciding on a street name, consider the following:

- No street name will be approved that is a duplicate of another existing street name or sounds too similar to an existing street name (including any street names pre-approved and in reserve for future use).
- In the telephone directory, there is a listing of street names that are in use. However, the directory listing does not reflect all current street names within Leon County due to continuous street naming throughout the County and City. This is simply a good reference to determine if the street name(s) you are considering for submittal is already in use.
- Most local trees and shrubbery names have been used in a variety of ways.
- No slang, racist, or otherwise derogatory street names will be approved.
- No street name can duplicate a name of an existing subdivision, unless the street is within that subdivision.

## **Application Tips for Unnamed Roadways Targeted by the Leon County Addressing Unit**

An information package will be sent to owners of all property abutting any roadway targeted for street naming. Several property owners may be collecting signatures in an effort to submit an application for their name of choice. Leon County will accept all **completed** applications. However, approval will be on a first-come, first-serve basis.

1. Street name applications must be submitted by the end of the thirty (30) day period established on the notice of street naming.
2. Before completing the Application for Street Name Approval form, identify a new name for the road upon which you and your neighbors agree, then call the Addressing Unit at (850) 606-1300 with this information. We will review the proposed street name and answer any questions concerning the process.
3. Once the proposed street name(s) have been approved, gather the necessary signatures (75% of the abutting property owners must sign the street name application) and complete the street name application.

## **Application Tips for the Renaming of Existing Roadways**

Where street name duplication exists, the Addressing Unit can coordinate renaming at the request of the Boards of either the County or City Commissioners.

1. The renaming process can be initiated at the request of property owners whose property abuts a roadway that is a duplication of an existing street or sounds similar to an existing street within Leon County and the City of Tallahassee. The submitted application must include 100% of all abutting property owner's signatures before it can be accepted by the Addressing Unit.
2. The intent and purpose of the effort is that all street names within Leon County and the City of Tallahassee will be unique and not easily confused with any other street name. All renaming fees will be waived for any roadway that is being renamed due to duplication or for sound alike purposes.
3. Roadways that have been requested to be renamed that do not pose any safety issues relating to the duplication and sound alike street renaming processes will incur a renaming fee of \$900. The application must also include signatures of 100% of all property owners whose property abuts the roadway that is being requested to be renamed before it can be accepted by the Addressing Unit.

**Return completed application(s) to the Addressing Unit at the Leon County Growth and Environmental Management Department at 435 North Macomb Street, Renaissance Center Second Floor, Tallahassee, Florida, 32301.**