



Street Name Changes*

This form is for those seeking a street name change within the City of Houston.

*There are special situations where the Street Name Change process may be used to name a new street. Read the list below indicating which process to use:

- If the street is recorded and built → **Street Name Change** process
- If the street is not built but recorded through a deed (or other legal instrument) → **Street Name Change** process
- If the street is not recorded and not built → follow [Plat Tracker](#) process

Please email any questions to PDaddressing@houstontx.gov.

Process Steps

The applicant will first submit the completed **Preliminary Check** (page 3 of this document) to the Planning and Development Department via email at PDaddressing@houstontx.gov, or by mail to *Addressing, Planning and Development Department, P.O. Box 1562, Houston, Texas 77251-1562*.

The Department determines if the proposed street name complies with the City's *Street Name Standards*. When the standards are met, the Department informs the applicant who then submits an official application for a street name change. The application can also be submitted via email or mail (same as above). The application must contain:

Letter requesting the street name change. Addressed to: *Director, Planning and Development Department, P.O. Box 1562, Houston, Texas 77251-1562*

Petition signed by a percentage of the property owners abutting the street: *75% for public, 51% for private*. If the applicant is the sole property owner, a signed petition is still required. The Department will verify ownership of the properties using HCAD numbers and confirm percentage signature threshold has been met. *Template provided.*

Title report certifying that all the property owners listed on the petition are current owners of record abutting the street. It must be signed by a title examiner, include a description of the subject property, and indicate the record title to the property appears to be vested in the property owner as of the date of the report, or within 90 days

Payment for Application fee (per # of streets), Admin fee (per # of streets), and # of proposal Notifications – amount provided by Department. Current fees are published on the City of Houston Website [City-Wide Fee Schedule](#)



*For private roads, applicant must *also* include:

Metes & bounds written description of the property occupied by the private street or a copy of a recorded plat depicting the private street

Boundary survey map of the property occupied by the private street that has been prepared by an engineer or surveyor, shows all engineering and survey data, and accurately depicts the location of the private street, and is prepared in conformance with the official survey system described in division 2 of article III of chapter 33 of this Code

The Department reviews and verifies all the documents required in the application.

The Department sends notifications to any abutting property owners and public agencies of the proposed name change and allows a 30-day period for comments.

The Department prepares an RCA (Request Council Action) and an ordinance for City Council to consider.

City Council votes on the proposed ordinance. If approved, the name change will be effective 90 days after passage of the ordinance.

The Department sends notifications to the abutting property owners and public agencies of the approved name change to go into effect after the 90 days.

If the street signs are not managed by the COH, the applicant will coordinate the signs to be made with their respective agency. If the street signs are managed by the COH, the Department asks the Traffic Management and Maintenance Division of Houston Public Works to put up new street signs.

Please check this box acknowledging that you have read the **Process Steps** listed in this document. Please reach out if you have any questions.



Preliminary Check *(Please fill out)*

Date of Inquiry:

Name / Organization:

(must be an abutting property owner)

Email Address:

Phone Number:

Mailing Address:

Names of existing streets may be changed only when the entire length of street is included in the name change

Current Street Name:

**Intersecting Street or
Dead End:**

**Intersecting Street or
Dead End:**

Proposed Street Name:

(Standards on following pages)

Please inquire with PD Addressing if application requires multiple streets

Road ownership:

(check one)

Public

Private

Background and reason of change *(If proposed street name is a proper name, include any links describing the individual(s)):*



Street Naming Standards ([Chapter 41-22](#))

- The proposed street name must not be a duplicate name of any existing street name in the city or its extraterritorial jurisdiction.
 - ✓ Use 'Street Name Check' tool to identify duplicate street names:
<https://plattracker.houstontx.gov/edrc/PSOStreetNameCheck.aspx>
 - ✓ If a street name is reserved with the City's reservation system, the name will expire in 60 days if no payment has been submitted.
- A new street that is a direct extension of an existing street shall have the same name as the existing street, unless the existing street name is a duplicate street name.
- A non-public street that is a direct extension of a public street or a cul-de-sac shall not have the same name as the public street.
- Street name suffixes must be assigned as follows:
 - ✓ Court, Circle or Loop are reserved for cul-de-sac or loop streets.
 - ✓ Boulevard, Crossing, Crossroad, Expressway, Motorway, Parkway and Speedway are reserved for major thoroughfares or divided streets with at least 2 lanes of traffic in each direction.
 - ✓ Bypass, Highway and Freeway shall be reserved for designated highways or freeways under the jurisdiction of the Texas Department of Transportation.
 - ✓ Avenue, Drive, Road and Street shall be used only to designate major thoroughfares, major collector streets, collector streets or local streets.
 - ✓ Bridge, Fork, Lane, Oval, Passage, Path, Place, Trail and Way shall be used only to designate collector streets or local streets.
 - ✓ Tunnel shall be used only to designate streets that provide underground or underwater passage.
 - ✓ A street name suffix shall not be used as part of the street name.
 - ✓ The abbreviation of a street name suffix shall be consistent with the United States Postal Service postal addressing standards
- A Street name shall not include any typographic characters or symbols.
- Street name prefixes such as North, South, East, and West may be used to clarify the general location of the street. However, such prefixes must be consistent with the existing and established street naming and address numbering system of the general area in which the street is located.



- Alphabetical and numerical street names may not be used except where such street is a direct extension of an existing street and is not a duplicate street name.
- A street shall not intersect with another street more than one time without an intervening name change.
- When a street changes direction by approximately 90 degrees, the street name shall change.
- Proper names may only be used if the individual is *deceased* and must meet the following criteria:
 - ✓ Major Thoroughfares may be used for national figures (i.e., Martin Luther King Blvd, Sgt. Macario Garcia Drive)
 - ✓ Local Streets may be used for national figures or local elected officials

Naming Restrictions:

- Street names not to contain titles of individuals (i.e., Dr, Doctor, Rev, Reverend, etc)
- Street names to not exceed four words in the base name (not including any prefixes, suffices, or types)

Please check this box, acknowledging that you have read the **Naming Standards and Restrictions** listed in this document. Please reach out if you have any questions.