

STREET NAME CHANGE PROCEDURES AND STANDARDS

I. PROCEDURES

Citizen

Determine that the proposed street name complies with the City's street name standards.

- Use 'Street Name Check' tool to identify duplicate street name:
<https://edrc.houstontx.gov/edrc/PSOStreetNameCheck.aspx>

- Compare proposed name against Street Name Standards (Chapter 41-22).

Submit a request for name change including the following information:

- *For a public street:* a written petition signed by at least 75% of the property owners abutting a public street to be renamed.
- *For a private street:* a written petition signed by at least 51% of the property owners abutting a non-public street to be renamed.
- A title report certifying that all of the property owners listed on the petition are current owners of record abutting the street.
- A check or money order for the application fee made out to the 'City of Houston.' Current fees are published on the City of Houston home page at www.houstontx.gov.
- A letter requesting the street name change addressed to the Director, Planning and Development Department, P.O. Box 1562, Houston, Texas 77251-1562.

Upon approval by the Department of a public street name, the applicant must provide a check or money order for the appropriate amount per sign blade that needs to be changed or installed.

Planning and Development Department

- Verifies that the proposed name complies with the City's street name standards.
- Prepares a map indicating the boundary of the name change.
- Mails notice to abutting property owners and public agencies of the proposed name change, and allows a 30 day time period for comments.
- Asks the Legal Department to prepare 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.

- Notifies property owners and other service providers of name change (Post Office, Police and Fire Departments, Reliant Energy, Reliant Entex, Southwestern Bell Telephone Co. and Greater Harris County 911.)
- Asks the Traffic Management and Maintenance Division of the Department of Public Works and Engineering to install new street signs.

II. STREET NAMING STANDARDS (see also 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.
- 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 intersection 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 are only used for national figures and local elected local officials and must meet the following criteria:
 - ✓ The individual must be deceased;
 - ✓ Major Thoroughfares are reserved for national figures, i.e., Martin Luther King Blvd. and Sgt. Macario Garcia Drive; and
 - ✓ Local Streets may be used for national figures or local elected officials.