



CHECKLIST FOR APPLICATION TO CHANGE STREET NAME

This checklist is designed to help you make sure that you submit everything that is required for a complete application to change the name of a street within the City of Springfield and that you fill out the application form completely. Applications that are complete and submitted to the Development Review Office by 5:00 P.M. on deadline day (see Processing Time Schedule) will be processed for the next scheduled Planning and Zoning Commission meeting. Incomplete applications will be rejected and returned to the applicant and not placed on the agenda. Close attention to the checklist will help avoid a delay in your case being heard by the Planning and Zoning Commission and City Council.

APPLICATION FORM:	
	Have you included the current name of the street you wish to have renamed? And have you included the proposed street name? HINTS: The proposed name cannot duplicate another street name unless it is in line with that other street. The proposed name usually should not closely approximate another street name.
	Have you included the location of the street whose name you wish to have changed? This may include a list of the affected addresses, intersecting street names, a list of the subdivisions through which the street passes, etc. While not required, a drawing or copy of a map or subdivision plat will be helpful.
	Have you listed the reason or reasons why you believe the street's name should be changed? You may attach a separate sheet if you need additional space.
	Have you listed the name, address, telephone and fax numbers of the person who staff can contact with questions?
	Although not a requirement, you may attach a petition with the names and addresses of property owners and tenants whose property is addressed on the street you wish to rename and who support this request. This will be helpful for you to know how much support your proposal has. HINT: The name change will have little chance of being approved if many owners or tenants are opposed.
APPLICATION FEE:	
	Have you included the processing fee of \$497.00?

Requests for Tabling. Any applicant may request that the Commission table their application by submitting such request in writing to Zoning & Subdivision Services at least 48 hours in advance of the scheduled meeting at which the application is to be considered. If a request is made less than 48 hours in advance of such meeting, the Commission may, upon good cause shown, table such item upon its own motion.