

Road Name Change Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

- ___ Completed Form: [Petition for Road Name Change](#)
- ___ Letter of Request (Project Narrative)
 - ___ Date of Application.
 - ___ Name of Applicant, Applicant Rep, or Consultant.
 - ___ Address, telephone number and email address.
 - ___ Action requested and the reason/purpose for the request.
 - ___ Name and recording information of Subdivision.
 - ___ Name of the platted roadway & proposed name.
 - ___ Action requested and the reason/purpose for the request
- ___ An accurate map or site/plot plan depicting the public road subject to the request.
- ___ Copies of letters sent to the owners of properties which abut the roadway whose renaming is requested.
- ___ Copies of letters received by the owners of properties which abut the roadway whose renaming is requested, as applicable.