



Background

1. Maricopa Association of Governments (MAG) Address and Street Name Assignment Policy states that a “newly developed street will assume the name of the street on which it aligns.”
2. North/South streets are typically numbered (per the established grid system).
3. All numbered streets west of Central Avenue use Avenue, Drive, Lane, Glen and Dale in that order as the specifically numbered street is located further west.
4. All numbered streets east of Central Avenue use Street, Place, Way, Terrace and Run in that order as the specifically numbered street is located further east.
5. East/West, angled or loop right of way have a name assigned that is in the same alignment or a new street name is identified per the new name assignment policy.
6. City of Phoenix has a nationally recognized reputation for ease of navigation due to consistently adhering to the “Grid” system of named and numbered streets
7. For New Name Assignments, the name cannot be used anywhere else in the Phoenix metropolitan area. Names should be short, easy to pronounce, easy to spell, be sufficiently distinct from existing street names and be free of offensive or derogatory language (in any language/translation) based on City Code Section 18-1.

Types of Activities

1. New plat with right of way dedication(s) or Map of Dedication (MOD)
2. Right of way dedicated but not yet named (separate instrument dedication)
3. Street name changes to correct an error
4. Requests by property owners to change a recorded street name
5. Requests by the mayor or three city council members to change a recorded street name when it is deemed offensive or derogatory based on City Code Section 18-1.

Naming Process

Street Name Review for Subdivision Plats and MODs:

Developer submits Plat or MOD with suggested street names (collector, local) following assignment criteria. Planning and Development Department (PDD) staff reviews and names unnamed streets or works with developer to revise names when necessary. Street names will be identified on plat, MOD, master plan, and site plan.

Right of way dedicated but not yet named:

PDD names the street in accordance with assignment criteria and requests City Council approval of the naming ordinance.

Street name changes to correct an error:

These changes are made according to Ordinance G-4593, approved by City Council in April 2004. This process allows the PDD to administratively correct street name errors on newly recorded subdivision plats or MODs. The following are the processes depending on which party initiates the correction or change.

A. Certificate of Correction initiated by the Engineer of Record for the subdivision plat

Process:

The Certificate of Correction or Change shall state the following information:

- i. The corrections and/or changes requested;
- ii. The date that the plat was recorded;
- iii. The recording book and page number of the plat which is to be modified;
- iv. Written consent to the correction or change by the current owners of record of all the properties affected by the correction or change;
- v. Signature line for approval by the PDD Deputy Director; and
- vi. Signature line for a representative of the City Law Department approving the form of the Certificate of Correction.

The developer or his representative shall have the certificate or change recorded with the Maricopa County Recorder. A copy of this document shall be filed with the City Clerk Department and notification of the street name change shall be distributed to all interested parties by PDD.

B. Certificate of Correction initiated by the City of Phoenix

Process:

The PDD Deputy Director, or designee, prepares the Certificate of Correction stating the following information:

- i. The corrections requested;
- ii. The date that the plat was recorded;
- iii. The recording book and page number of the plat which is to be modified;
- iv. Written notification by certified mail of the correction to the owner(s) of record of all the properties affected by the correction;
- v. Owner(s) shall have seven days to request a hearing before the City Council if they oppose the correction;
- vi. Signature line for approval by the PDD Deputy Director, or designee;
- vii. Signature line for a representative of the City Law Department approving the form of the Certificate of Correction.

The PDD Deputy Director shall have the Certificate of Correction recorded with the Maricopa County Recorder. A copy of this document shall be filed with the City Clerk Department and notification of the street name change shall be distributed to all interested parties by PDD.

Requests by property owners to change recorded street name:

These changes are made according to City Council policies on street renaming adopted in June 2006 and revised in January 2012.

Process:

- i. Applicant meets with PDD to discuss the application and submittal requirements
- ii. Upon submittal, the applicant must pay a \$600 application fee in accordance with the PDD Fee Schedule. Additional fees may be applied if permit records and sign changes are required.
- iii. PDD will provide a list of affected property owners to the applicant and direct them to resources indicating tenants on these properties. The list identifies owners of property addressed off of the street. A petition must be submitted with signatures of 75 percent of the affected property owners in support of the street name change. If the application affects 12 or fewer properties, a petition indicating that 100 percent of the owners are in support of the change is required. A notarized Arizona State “Affidavit of Circulation” will be required to accompany the petition.
- iv. There are additional applicant notification requirements for proposed changes to the names of arterial or collector streets. Applicants must notify by mail all owners, residents and neighborhood associations registered with the City of Phoenix Neighborhood Services Department within ½ mile of the affected street for arterials and within 1/8 mile for collectors. The applicant must also mail a proposal letter requesting HOAs notify their members of the proposed change. Applicants must also post a sign (similar to current zoning modification signage) about the proposed renaming before City Council consideration and at time of mailing. Signs must be posted 45 days before City Council consideration for arterials and 30 days before for collectors.
- v. Notification of the name change must be provided to the City of Phoenix Village Planner to be distributed to Village Planning Committee members and/or provided as an information only presentation to the appropriate Village Planning Committee.
- vi. PDD will review the request. This review includes comments from Fire, Police, Water and Street Transportation departments, the United States Postal Service, and will require compliance with the criteria outlined in the Maricopa Association of Governments “Address and Street Name Assignment Policy.”
- vii. If the application is denied, the applicant has the option to file an appeal to the City Manager’s Representative in PDD.
- viii. If name change is approved by staff, a Request for Council Action will be submitted for approval at a formal City Council hearing.

Requests by the Mayor or three City Council members to change a recorded street name when it is deemed offensive or derogatory based on City Code Section 18-1 as identified by the City Council:

These changes are made according to the City Council policy approved June 27, 2017.

Process:

- i. The Mayor or three Council members may request initiation of the process to change a street name along with proposed new street name or name options and basis for the change. The request with proposed new street name(s) should be submitted to the City Manager in writing.
- ii. In accordance with established deadlines, at the next available Formal Council meeting, staff will request City Council action to decide whether to initiate the process to review and later decide whether to change the street name. If approved by the full City Council, the process begins, as outlined below.
- iii. PDD will conduct a review of proposed street name(s). This review includes comments from Fire, Police, Water and Street Transportation Departments, the United States Postal Service, and will require compliance with the criteria outlined in the Maricopa Association of Governments "Address and Street Name Assignment Policy."
- iv. Within 21 days of approval by City Council to start the renaming process, PDD will mail the first notice via Certified Mail to residents, businesses and property owners on the affected streets to inform them of the proposal to change the name of their street. Staff will identify all multi-unit properties, either commercial or residential, and consult USPS databases to locate individual unit mailing addresses to ensure all rental tenants receive notification, in addition to the property owner. The letter will contain a phone number and e-mail address to which residents may submit input on the proposed change.
- v. City staff will schedule two public meetings as additional ways for residents to learn about the process and provide input. The meetings will be held in the vicinity of the street proposed for renaming and meeting details will be included in the first resident mailing noted above.
- vi. All results of the technical review will be included in a report to City Council that also will include a map of impacted streets and abutting properties, a comprehensive summary of resident and business and property owner input on the proposed street name, a detailed estimate of city costs to replace street signs and a potential source of funding to cover those costs. The report will include an estimate of any financial impact to property owners, business owners and residents for required updates to addresses that would result from a street name change. It will also identify potential city funding for Council consideration to cover the costs, with the goal to ensure property owners, business owners and residents would not need to cover any required financial costs. It will list the steps staff will take to assist affected individuals with any additional notifications and processing of address changes, as requested, to reduce inconvenience and time impacts on property owners.

Staff also will evaluate potential timing issues that may need to be considered and will make a recommendation for an effective date to minimize any negative impacts.

- vii. Within 90 days of the request, an item will be placed on a Council meeting agenda for the City Council to decide on the proposed street name change.
- viii. Fourteen days prior to the meeting at which the City Council will vote on the proposed name change, PDD will mail via Certified Mail the second required notice to all affected property owners to inform them of the date, time and location of the Council meeting.
- ix. If City Council approves the renaming of a city street, PDD will compile and then share with residents a comprehensive resource list that includes hyperlinks and other contact information to minimize the time and inconvenience of updating addresses on personal accounts.
- x. If Council proposes to change the street to an alternate name that had not been reviewed, the alternate name would require additional analysis and up to 60 additional days for technical review.

After City Council Approval of a Name Change

Any City of Phoenix fees related to changing of a street name under the provision approved June 2017 will be waived for affected property owners and/or residents. The City will notify the USPS, which will update their database to ensure that any mail sent to an address with the previous street name will be delivered to the address under the new street name. PDD also will notify the Police, Fire, City Clerk, Finance, Law, Neighborhood Services, Planning and Development, Street Transportation, and Water Services departments, Maricopa County Recorder, Maricopa County Assessor, Arizona Public Service, Salt River Project, Southwest Gas, Cox Communications, Century Link, Federal Express, United Parcel Service, and private mapping services such as Google, Bing, Yahoo, MapQuest and Wide World of Maps.

PDD also will send to each property owner a notification letter of approval, an Address Change Notification and a copy of the ordinance. These can be presented by the property owner to any private entity that may request official documentation.

Consideration

Though changing a residential street address was once a potentially costly process, the proliferation of online account management, record keeping and bill paying has dramatically reduced or even eliminated the financial cost of updating addresses for residential properties. However, significant time still could be required to update addresses, for which staff is available to assist. Business owners may have more significant costs related to updating signage, marketing materials and other official documents such as permits and licenses.