

STREET NAME CHANGE PROCEDURES AND STANDARDS FOR PRIVATE STREETS

CITIZEN

- Checks with Development Services to see if the proposed name change complies with the City's street name standards.
- Private Street must comply with (Chap. 41) requirements
- Requires a petition signed by 51% of the abutting property owners on the particular street.
- Sends a letter requesting the street name change along with the petition to the Planning and Development Department, P.O. Box 1562, Houston, Texas 77251-1562. Attention: Ms. Marlene Gafrick

Planning and Development Department

- 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.

City Secretary's Office

- 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.)
- The owners of the private street are then notified to begin their changes to the street signs.