

STREET NAME PROCEDURES

County of Santa Clara

Adopted by the Board of Supervisors, May 1, 1984

As amended June 6, 1989

I. STREET NAME STANDARDS

- A. The proposed street name shall not duplicate nor too closely approximate phonetically the name of any street in the postal or ZIP Code area.
- B. The spelling, spacing, and suffix abbreviations for each street name should be consistent on all maps, street signs, listings, and notices. Avoid inconsistencies in usage, such as: Graystone Lane: Gray Stone Ln: Greystone Lane.
- C. The definitions of non-English street names should be reviewed to assure that offensive or derogatory names are avoided.
- D. Street names should not exceed twenty (20) characters in length. This limit includes all spaces and symbols but excludes the suffix (St., Ave., Ct., Ln., Dr., etc.).
- E. Where the street is a continuation of an existing street, the name of the existing street shall be used.
- F. Cul-de-sac streets will usually be called "Court"; however, "Place" is acceptable.
- G. Loop streets will usually be called "Circle".
- H. The use of names with historic significance is encouraged.

II. PROPOSED NEW STREET NAMES CREATED BY TRACT OR PARCEL MAPS

- A. The tentative map shall show the street name proposed by the applicant, and also contain a signature blank for approval, denial and comments. The County Planning Office shall refer the tentative map to County Communications and to the U.S. Post Office for clearance of the new names.
- B. The County Surveyor shall verify the clearance of the new street names prior to recording the Final Map/Parcel Map.
- C. The County Surveyor shall forward one (1) copy of the Final Map/Parcel Map to County Communications, one (1) copy to the U.S. Post Office, and one (1) copy to the County Building Inspection Office.

III. STREET NAME CORRECTIONS TO RECORDED MAPS

- A. The County Surveyor may correct a street name by recording a Certificate of Correction. This process is restricted to corrections such as spelling and does not include the establishment of new or the replacement of street names on recorded maps. This process must include:
1. The submitting of a written request to the County Surveyor outlining the reason for the correction.
 2. The submitting of the Recording Fee for Certificates of Correction in an amount prescribed by resolution of the Board of Supervisors.
- B. The County Surveyor shall forward one copy of the "corrected" map to: County Communications; the United States Post Office; the County Building Inspection Office.

IV. PUBLIC STREETS (Public and private streets used by the general public)

STREET NAME CHANGES AND OFFICIAL STREET NAME CHANGE DESIGNATIONS ON EXISTING STREETS

- A. Prior to filing a formal "Street Name Request", the applicant shall obtain clearance, individually and independently, from County Communications and the U.S. Post Office. Obtaining this clearance consists of:
1. The applicant shall complete the "Preliminary Street Name Request" form (copies are available from the County Planning Office), and mail one each to County Communications and the U.S. Post Office. The "Preliminary Street Name Request" shall include the following:
 - a) The applicant's name, current address, and telephone number.
 - b) The existing street name and the proposed name.
 - c) The specific location and limits of this street (closest cross street(s)).
 - d) The reason for the requested name change.
 - e) A signature blank to indicate approval, denial, and comments.
 - f) A 500 (1 inch = 500 feet) scale map showing the entire length of the street for which the name change is requested. This map must also show all property located within 300 feet of said street.
 - g) A mailing list stating the names and addresses of all owners of property located within 300 feet of said street.
 2. County Communications and the U.S. Post Office shall mail their responses directly to the applicant.
- B. Upon receipt of approval from both County Communications and the U.S. Post Office, the applicant shall submit to the Central Permit Office the following:
1. A completed and signed "Street Name Request" application.
 2. Copies of the "Preliminary Street Name Request" previously returned by County Communications and the U.S. Post Office.

3. A copy of the previously prepared map (see Subsection A-1f) showing the street for which the name change is proposed. The location of notices to be posted shall be added to said map (see Subsection C regarding notices).
 4. The previously required mailing list (see Subsection A-1g above) and pre-addressed stamped envelopes for every owner on this list.
- C. A public hearing before the County Surveyor will be scheduled within thirty (30) days from the acceptance of the application by the County Planning Office.
1. Notice of this hearing will be sent to all property owners as identified by the mailing list previously prepared by the applicant.
 2. The applicant shall post notices of this hearing as follows:
 - a) At a minimum of three (3) conspicuous locations along the street for which the name change is proposed, including each end and every thousand (1,000) feet of said street.
 - b) Notices shall be posted for a minimum of ten (10) days prior to the hearing.
 - c) Each notice shall be eighteen (18) inches by twenty-four (24) inches, with letters that can be clearly seen from a minimum of fifty (50) feet (letters must be a minimum height of one (1) inch).
 - d) Each notice shall be painted or printed on material that will withstand outdoor elements.
 - e) A copy of the actual notice and photographs of each posted notice shall be submitted at the time of the hearing.
- D. The County of Santa Clara itself may initiate the name change procedure by requesting a public hearing before the County Surveyor and by complying with all review and noticing requirements.
- E. After the public hearing is closed, the County Surveyor shall render a decision.

1. If the name change is approved:
 - a) The County Surveyor shall notify:
 - 1) The applicant
 - 2) County Communications
 - 3) The U.S. Post Office
 - 4) The Santa Clara County Transportation Agency
 - 5) Any other agency, municipality, or jurisdiction that the County Surveyor determines would be affected.
 - b) The County Surveyor shall prepare an order changing the street name and then file this order with the Board of Supervisors.
 - c) The applicant shall pay the Santa Clara Transportation Agency for the cost of the preparation and installation of the new street signs.
2. If the name change is denied, the applicant may file an appeal as outlined in Section VI.

V. PRIVATE STEETS AND PRIVATE ACCESS WAYS

- A. Requests for naming streets shall be subject to all of the following:
 - 1. The access road must meet one or more of the following:
 - a) The road must serve three (3) or more residences as the principal means of access, or
 - b) The road is of a length, design, or location that an official name is being supported by a governmental agency for emergency purposes.
 - 2. The request is being made, in whole and or in part, by County Communications or the U.S. Post Office.
 - 3. Use the same application, referral, notification, and hearing procedure as defined in Section IV.

VI. APPEALS

- A. Any person disagreeing with the decision of the County Surveyor may file an appeal with the Clerk of the Board of Supervisors within (15) calendar days from the date of the decision.
 - 1. The appeal shall be filed at the Central Permit Office and shall include a non-refundable fee, the amount of which is prescribed by resolution of the Board of Supervisors.
 - 2. The County Surveyor shall submit all maps, documents, records, and files, which constitute the official record of the action in which the appeal was taken.
 - 3. The County Planning Commission shall hear the appeal.
 - 4. The decision rendered by the County Planning Commission is final.

01/02 (Rev.)

PRELIMINARY STREET NAME REQUEST

NAME OF APPLICANT _____

ADDRESS OF APPLICANT _____

CITY _____ TELEPHONE _____

PRESENT NAME OF STREET _____

LOCATION OF STREET (LIST CLOSEST CROSS STREETS AT THE BEGINNING AND END OF STREET)

PROPOSED NAME OF STREET _____

REASON FOR REQUEST _____

NOTE: Please mail a copy of this completed form to County Communications and an additional copy to the U.S. Post Office. Attach to each form a 500 scale map showing the entire length of the street for which the name change is requested and all property located within 300 feet of said street. Mail to:

COUNTY COMMUNICATIONS
2700 Carol Drive
San Jose, CA 95125-2096
Attn: Intelligence Unit
Telephone: 299-3152

U.S. POSTAL SERVICE
1750 Lundy Avenue
San Jose, CA 95101-9321
Attn: AIS/Schemes Clerk
Telephone: 723-6183

DO NO WRITE BELOW THIS LINE

FOR OFFICIAL USE ONLY

COUNTY COMMUNICATIONS CLEARANCE

U.S. POSTAL SERVICE CLEARANCE

Approved by: _____

Approved by: _____

Denied by: _____

Denied by: _____

Date: _____

Date: _____

Comments: _____

Comments: _____

STREET NAME REQUEST

NAME OF APPLICANT _____

ADDRESS OF APPLICANT _____

CITY _____ TELEPHONE _____

PRESENT NAME OF STREET _____

LOCATION OF STREET (LIST CLOSEST CROSS STREETS AT THE PROPOSED LIMITS)

PROPOSED NAME OF STREET _____

REASON FOR REQUEST _____

REQUEST (Check One)

- 1. _____ Street name change: existing name is _____
- 2. _____ New street name on existing unnamed street
- 3. _____ Private street and/or private access way
- 4. _____ Street name correction to recorded map prior to sale of lots

NOTE: Please see the STREET NAME PROCEDURE for the list of items required to be submitted with this application.

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DECISION OF THE COUNTY SURVEYOR/BUILDING OFFICIAL

Approved: _____ Date: _____

Denied: _____ Date: _____

Effective Date of Name Change: _____

Comments: _____

