



**PLANNING DEPARTMENT**

**STREET RENAMING - PUBLIC STREET APPLICATION**

**1. APPLICANT INFORMATION (If a corporation, list all principals)**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone (Business) \_\_\_\_\_ (Residence) \_\_\_\_\_

**2. AGENT INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone (Business) \_\_\_\_\_ (Residence) \_\_\_\_\_

**3. PROPOSED NAME CHANGE**

Current Name: \_\_\_\_\_

Proposed Name: \_\_\_\_\_

**4. PURPOSE.** Applicant's reason for proposing to rename this street:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Lausmann Annex** ☼ **200 South Ivy Street** ☼ **Medford OR 97501**

**Phone (541)774-2380** ☼ **fax (541)774-2564**

**[www.ci.medford.or.us](http://www.ci.medford.or.us)**

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**5. INTERSECTIONS WITH PUBLIC STREETS**

The applicant is responsible for paying for new street signs at all intersections. Provide the names and total number of intersections in the space provided.

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# of intersections ( \_\_\_\_\_ ) X \$90 per intersection = \$ \_\_\_\_\_

Payment is due when the application is submitted.

**6. REQUIRED SUBMITTALS**

- Application Form (signed)
- Assessor's Map showing entire length of street
- Printed page from *Street Name Selector* showing result of name search
  - o See page 3
- Typed mailing labels for: a) all property owners with property abutting the street right-of-way, and b) all property owners whose property has an address on the street or may have an address on the street in the future. (See label example below)
- Fee
  - o \$720 plus \$90 per intersection
  - o Make checks payable to *City of Medford*
  - o Pay at time of submittal to the Planning Department

372W19DB Tax Lot 3700  
Jane and John Jones  
000 Delta Waters Road  
Medford, OR 97504

**6. I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HERewith ARE COMPLETE, TRUE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

Signature \_\_\_\_\_  Applicant  Agent  Owner

## STREET RENAMING - PUBLIC STREET APPLICATION

### NAME SELECTION

The City regulates the naming of streets so that clear and unique street names are adopted and emergency personnel may find a location without being hindered by similar or confusing names. **Before submitting an application, the applicant must check the proposed name against the Jackson County database of street names.** This is done by going on the Internet to [www.smartmap.org](http://www.smartmap.org) and clicking on the *Street Name Selector*.

### TESTS

- 1 Type in the proposed name without the suffix (road, street, etc.) and click Submit. If no list appears, then there are no similar names in Jackson County. If your street name is unique and is not repeated in Jackson County, it has passed the first test.
- 2 Street names that sound the same but are spelled differently (homonyms) are not acceptable.
- 3 Names must be simple to pronounce.
- 4 Cardinal directions (north, south, east, west) cannot be used in the name. For example, *North Road*, *Northstar*, and *East Fort Road* are all unacceptable.
- 5 No offensive or derogatory terms shall be used for street names.
- 6 Street names cannot contain punctuation or special characters.
- 7 Any time that a street makes a directional change of approximately 90 degrees, the street name shall change.
- 8 Existing street names shall continue across intersections and roundabouts.
- 9 A street may not loop around in such a way that it creates two intersections with one other street.
- 10 The name must have a common suffix. Acceptable suffixes and their abbreviations are:

Avenue	AVE
Boulevard	BLVD
Circle	CIR
Court	CT
Drive	DR
Lane	LN
Parkway	PKWY
Place	PL
Road	RD
Street	ST
Way	WAY

After passing these tests, the applicant may submit the application.

## **STREET RENAMING - PUBLIC STREET APPLICATION**

### **Review Process**

After receiving the application, the planner consults with Emergency Dispatch, Fire and Building Departments and U.S. Postal Service as a final check on the name's acceptability.

The planner sends a staff report to the Planning Commission, informing them of the application and verifying the official acceptability of the name. The Planning Commission forwards their recommendation to the City Council.

All affected property owners and interested persons are provided the opportunity to testify before City Council at a public hearing. Using the mailing labels supplied by the applicant, the Planning Department sends a public hearing notice to all affected property owners, informing them of the street renaming application and public hearing date.

Along with the hearing notice, the Planning Department sends a form for property owners to document their support for or disagreement with the renaming. This is returned to the Planning Department by a date certain before the public hearing, such that staff can document property owner's feedback for City Council with a simple tally of the number of forms sent, the number returned and the number for or against the new name.

Twenty-one days before the hearing, the applicant posts two "Public Notice of Proposed Land Use Action" signs, one at each end of the street. The Planning Department provides those signs to the applicant.

The City Council votes to approve or deny the application. If City Council denies the application, the street intersection sign payment is refunded to the applicant.