



STREET RENAMING APPLICATION

Tracking Information (Staff Only)

Case Number:	Date rec'd:	PID:	PIN:
Case Name :		Case Planner:	
Final Approved Name:		Date:	

Submittal Instructions

A complete application includes:

- **Street Renaming Application** (this packet): Address each item carefully and completely. Signatures must be original.
- **Fee***: Payment by check is preferred, made payable to "City of Durham". A receipt is provided. ****If the request is approved the applicant is also responsible for the full cost of replacing all street signs.***
- **GIS map** highlighting the street to be renamed. A map may be obtained from the GIS department on the 4th floor of City Hall, the Land Records Division on the ground floor of the Old County Courthouse, or Durham's GoMaps at <http://gisweb.durhamnc.gov/gomaps/map/index.cfm>
- **List of adjoining property owners** NOT party to this request, indicating property owner, address, and PIN.

Submit To: Kyle Taylor, Planner
 Durham City-County Planning Department
 101 City Hall Plaza
 Durham, NC 27701

General Process

General process of a street renaming application:

1. A complete application with fee is submitted to the Planning Department.
2. The Planning Department distributes the request to various City and County departments and utilities such as Duke Energy, PSNC, etc., and combines the comments from these departments and agencies.
3. The Planning Department forwards comments, if any, to the applicant.
4. Once comments are addressed the request will be scheduled for a public hearing with the governing body. The governing body conducts the public hearing and can approve, deny or continue the case if it deems more information is needed before a decision can be made.

A street renaming request requires a public hearing conducted by the governing body, either the City Council (if the request is within the City jurisdiction) or the Board of Commissioners. The governing body can approve, deny or continue the case if it determines more information is needed.

Attendance at the hearing is strongly recommended. Applicants may represent themselves or have someone as their spokesperson. The public hearing will allow the applicant, proponents, opponents and anyone else the opportunity to speak and ask questions in regards to the request.

For more information about the street renaming process, or to schedule a pre-submittal meeting with the Planning staff, please contact Kyle Taylor at 919-560-4137 ext. 28250 or Kyle.Taylor@durhamNC.gov.

Applicant

Name:

Contact Person:

Telephone:

Address:

Fax:

City/State/ZIP:

Email:

Primary Petitioner:

Name:

Telephone:

Address and PIN:

Email:

Property Information

Project Name:

Location:

Jurisdiction: City County Both

Plat or deed book reference dedicating the public or private right-of-way:

Briefly describe the reason for request:

Current Street Name:

Suggested Street Name(s):

Certification

I (We), the undersigned, do hereby make an application for a Street Renaming for the following existing streets. I (We) also understand that all the above information must be supplied for this application to be considered complete and valid for a Street Renaming.

Primary Petitioner's Signature

Date