

Attachment C – City's Street Name Change Process

City of Pasadena STREET NAME CHANGE PROCESS

1. The petitioner(s) send a letter to the City Manager/City Council which:
 - a. Requests the street name be changed;
 - b. Gives the reasons why the name change is requested;
 - c. Gives the location of the street; and
 - d. Includes a signed petition from the affected property owner(s).
2. If the City Manager or the City Council directs to proceed, they refer the request to the Department of Public Works for processing. The petitioner shall remit a processing deposit to cover staff costs.
3. The Department of Public Works notifies the Post Office, emergency services (Police and Fire), and all abutting property owners of the street name change and receives written input from all.
4. If there are no negative responses from emergency services or the Post Office, the Department of Public Works and the City Attorney's office prepare an agenda report and a resolution which requests that the City Council adopt the new street name.
5. The street name change is placed on the City Council Agenda as a public hearing. At least 10 days before the hearing, a notice stating the date and time of the hearing is posted along the subject street in accordance with the guidelines established in the PMC.

Items required:

- Radius map (300 foot radius)
 - Affidavit
 - Certificate of posting
 - Certificate of mailing
 - Copy of mailing labels
 - Also post at city hall and public libraries
6. The public hearing is held and if the name change is approved, the resolution is adopted by the City Council.
 7. The resolution is sent to the LA County Recorder's Office for recordation.
 8. Once recorded, public utilities are then notified by mail with a copy of the recorded resolution enclosed.
 9. Order street name sign or plaque as required.