



REQUEST FOR A STREET NAME CHANGE OR DESIGNATION OF A MEMORIAL NAME

Individuals requesting to change the name of a city street or add a memorial designation may file a request to the Development Services Department (“DSD”) Land Entitlements Section. This page is designed to provide you with general information about the process and filing your request. If you have any questions, please contact the DSD Land Entitlements Section at (210) 207-1111.

In accordance with Section 6-674 of the City Code, commencement of the street name change process and/or adding the designation of a memorial name, the process begins by filing a complete application with the DSD, which may only be initiated by one of the following parties:

1. A member of the City of San Antonio City Council;
2. The DSD Director, if it is determined that the street name change is in the best interest of the health, safety, welfare, and public convenience and safety of the citizens of the City of San Antonio;
3. A group, agency, business or owner of property located on the subject street; or
4. An officer or authorized representative of a governmental subdivision, agency, or department.

A complete application includes the following:

1. Completed current application form. Please note that all fields must be completed accurately and accompanied by an original signature. Applications may not be faxed or emailed.
2. Copy of the letter of approval from the United States Postal Service (“USPS”) verifying that the proposed street name is not a duplicate street name and conforms to all other required guidelines. City staff highly recommends that the applicant include a minimum of five (5) alternative street names to maximize the probability of an approval by the USPS. The USPS requires several weeks to evaluate all requests. All proposed new street name inquires within the City of San Antonio must be directed to the address provided below. For questions regarding this process, please contact USPS at (210) 368-5587.
United States Postal Service
Address Management Systems
1 Post Office Drive
San Antonio, Texas 78284-9321
Fax: (210) 368-5526
3. The names and addresses of all owners of property with property that abuts the segment of the street proposed for a name change or designation of a memorial street name according to the most current Bexar County Appraisal District tax rolls.
4. All application fees. No application will be accepted or be considered complete unless accompanied by all required fees. Applicable fees include the following:
 - a. The total cost associated with the public notification requirements. Currently, the cost per property/lot/parcel is \$4.50;
 - b. The estimated costs for manufacturing and replacing all applicable street signs, including but not limited to TXDOT and City of San Antonio Public Works. For cost estimates, please contact:
 - i. The City of San Antonio Public Works Department at (210) 207-3951;
 - ii. The TXDOT Traffic Engineering at (210) 615-6111; and
 - c. A non-refundable application processing fee of \$1,000.00.

DSD staff will determine if the application is complete or incomplete within ten (10) business days of receipt of the application and associated fees. When the application is deemed complete, there will be a 10-business day technical review period. During this time, the Office of Historic Preservation will also determine if the request requires review by the Historic and Design Review Commission (“HDRC”). Should the request require review by the HDRC, the request will not be scheduled for Planning Commission consideration until HDRC issues its recommendation. Upon completion of the technical review period, staff will schedule the request for a public hearing at the next available Planning Commission meeting. After Planning Commission recommendation, the request will be scheduled for the next available City Council hearing.



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Case No.: _____

APPLICANT/REPRESENTATIVE INFORMATION:

Business/Company Name: _____
 Point of Contact: _____
 Mailing address: _____
 Contact Information: Primary Phone: _____ Secondary Phone: _____
 E-mail: _____

PROPERTY/BUSINESS OWNER INFORMATION:

Business/Company Name: _____
 Point of Contact: _____
 Mailing address: _____
 Contact Information: Primary Phone: _____ Secondary Phone: _____
 E-mail: _____

REQUEST INFORMATION:

Type of Request: Street Name Change Designation of a Memorial Street Name

Existing Street Name: _____

Proposed Street Name: _____

General location: _____

Please explain in detail the reason for requesting the proposed street name change or designation of memorial street name. Please note that Section 6-672 of the City Code of the City of San Antonio, Texas, details the criteria for naming streets. Please attach (and number) additional pages as necessary.



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AUTHORIZATION FROM PROPERTY/BUSINESS OWNER

I, _____ the owner of the subject property/business located on the segment of the street proposed for a name change, authorize _____ to submit this application and represent me in this request before the Planning Commission and City Council.

Property/Business owner's signature

Date

The following documents are included herein and are made part of this application:

- Completed application form
- Location Map
- USPS approval letter
- Name and mailing address of all property owners located along the segment of the street proposed for a name change or designation of a memorial street name.
- Check(s) made payable to the City of San Antonio and TXDOT (if applicable) in the amount of:

Application Fee (non-refundable): _____

Notification Fee (\$4.50/property): _____

No. of properties _____ x _____ = _____

Total COSA Sign Replacement Cost: _____

Total TXDOT Sign Replacement Cost: _____

TOTAL APPLICATION FEE _____

I, the undersigned, hereby certify that all information contained herein and the attached documents are true and correct to the best of my knowledge.

Applicant's Name

Applicant's signature

Date

Sworn to and subscribed before me by _____ on this _____ day of _____ in the year _____, to certify which witness my hand and seal of office.

Notary Public, State of Texas

