



CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
P.O. BOX 839966 | SAN ANTONIO TEXAS 78283-3966



TO: Development Services Staff

SUBJECT: **INFORMATION BULLETIN 580**
Process for Street Name Approval Request

DATE: March 25, 2022

CREATED BY: Land Development Division/Land Entitlements Section

Purpose:

In September 2021 Development Services Department was notified that United States Postal Service (USPS) would no longer be accepting or processing street name approval requests. As a response Development Services Department has coordinated with Bexar Metro 911 to create an updated street name approval process. This process should be followed for all new plat submittals and street name change requests.

Scope:

Proper street name approval is a key element in managing address databases that are essential for 911 emergency systems, the U.S. Post Office, law enforcement agencies, firefighters, GPS systems, deliveries, utility companies, property assessors, and title companies. To facilitate the development review process and building inspection services it is important that the property's accurate address be assigned and/or verified prior to application submittal.

Process:

- Applicant will submit a street name request that follows the street name guidelines to streetnamerequest@bexarmetro.org
 - Requests should be submitted by either the engineer or the developer but not both.
 - Submit name of subdivision and a locator map showing the general location of the site, include a contact name and telephone number with each request. Street names will not be allowed that duplicate an area name or subdivision name.
 - List street names alphabetically, preferably typed or printed. Limit of 50 names per submission.
 - Proper spelling of the requested names is the responsibility of the requestor.
 - Due to automated processing constraints, there is a limit of twenty (20) names per subdivision with the same prefix or suffix. For example: GREEN APPLE; GREEN TREE or OAK GLEN; ROCKY GLEN; If 20 or more names with a common element currently exist (including reserved street names), no more will be allowed.
 - Specify whether the proposed name will have a suffix (i.e. COVE, PASS, WAY).

- Suffixes should be abbreviated according to Appendix C of USPS Publication 28.
- Street names requested within the jurisdiction of Bexar, Comal, and Guadalupe Counties will be subject to a preferred fourteen (14) character limit, not to exceed eighteen (18) characters (including spaces and suffixes as submitted). If a street name is submitted without an abbreviated suffix, all characters of the suffix will be counted toward the character limitation.
 - Street names must be placed on street signs and plats exactly as submitted for approval.
 - Duplicate street names and similar sounding street names (KATHY vs. CATHY) are not allowed. Also, duplicate street names will not be allowed within the following counties: Bexar, Comal, Guadalupe. Any proposed street name that is similar to or matches an existing street name that may be served by the same ZIP code, fire, police or EMS jurisdiction would be considered a duplicate and denied approval to prevent confusion.
 - Examples of similar sounding names that will be disapproved: Linn Lake Dr and Lynn Lake Dr, Clairmont and Claremont Ave, Sunset Pass and Sunset Path
 - Street names that are offensive, libelous or derogatory in spelling, pronunciation, or nature will not be approved. A street should not be named in a manner that would be an inducement for theft of the sign. Examples would be streets named after celebrities or names incorporating popular slang.
 - Numeric words should not be used as the first words in a primary street name (i.e. FIVE WINDS DR).
 - Do not abbreviate primary street names (i.e. WM for William, ST for Saint).
 - The following suffixes are not considered distinguishably different and should not be used as a primary street name (AVE, BLVD, CIR, CT, DR, LN, RD, ST, TRL). If any street names with these suffixes already exist, a new street name using any of the other suffixes will not be approved. Example: If the name Smith Dr already exists or is on reserve, the names Smith Ave, Smith Blvd, Smith Ln, etc would not be approved.
 - Bexar Metro 9-1-1 Network will review the submittal and will provide a response letter to the applicant indicating which street names are approved for se and which names are denied.
 - Effective January 1, 2006, approved street names will be held on reserve for eight (8) years from the date of approval. Request for an extension must be submitted in writing, prior to the purge date.
 - All entities concerned with street name approval (CPS, incorporated cities, county jurisdictions and Addressing coordinators) will verify requests against the master reserve street listing to avoid duplication.
 - The applicant will submit their plat package with the Bexar Metro response letter to Development Services Department.
 - Street names must appear on the plat exactly as approved in the Bexar Metro 9-1-1 Network response letter.
 - Development Services Department will review the street names as part of the addressing technical review on plat or street name change records.
 - If conflicts are found with the street name the review will be placed on hold, if no conflicts are found the review will be approved and can proceed with plat approval.

For questions regarding this IB, please contact addressing at 210-207-0121 or by email at dsd.addressing@sanantonio.gov.

Summary:

This Information Bulletin is for informational purposes only.

- Prepared by:** Valerie Rodriguez, Senior Planner
- Reviewed by:** Logan Sparrow, Policy Administrator
- Authorized by:** Melissa Ramirez, Assistant Director for Land Development

Flowchart of Process

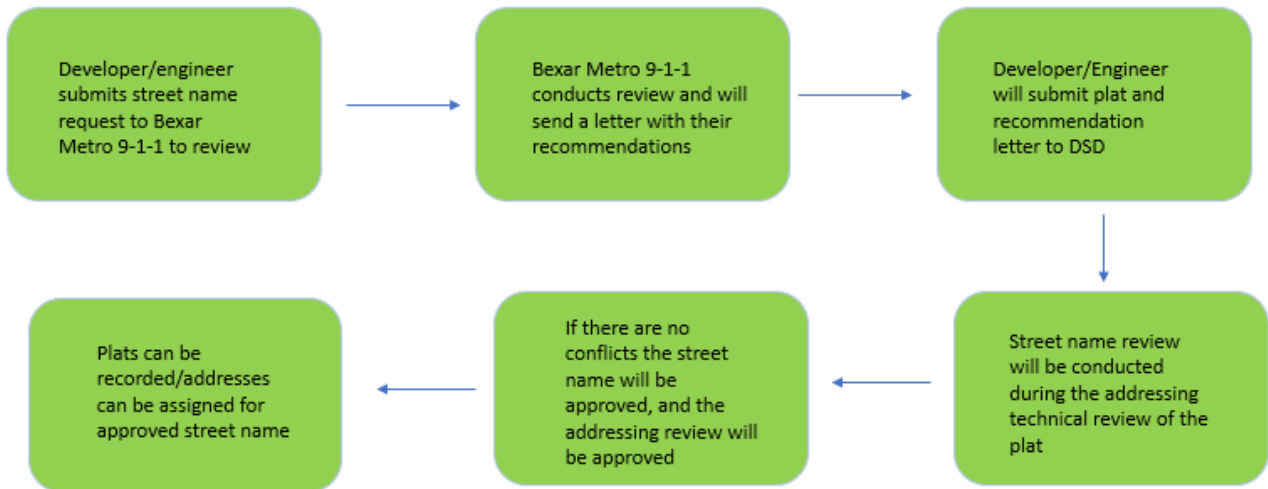


Exhibit A – Example Letter

October 11, 2021

John Doe
San Antonio Engineers, Inc
100 Street Name
San Antonio, TX 78000

Bexar Metro staff reviewed your request dated to research the street name assignment(s) for the following subdivision:

SUBDIVISION:	GREEN MEADOW
LOCATION NOTES:	LOCATED EAST OF THE INTERSECTION OF S ZARZAMORA ST AND SW LOOP 410 IN BEXAR CO

This evaluation is based on the impact the proposed street names may have when Emergency Service Agencies (Police/Fire/EMS) respond to a 9-1-1 call.

The following suffixes are not considered distinguishably different and cannot be duplicated (within a county):

AVE BLVD CIR CT DR LN RD ST TRL

Names must appear on plat exactly as approved below. Any street name alterations must be reapproved (i.e. suffix, pre or post directional, spelling, included, but not limited to these examples). Effective January 1, 2006, approved street names will be held on reserve for eight (8) years from the date of approval. Request for an extension must be submitted in writing, prior to the purge date. All requests for subdivision name changes or transfers of approved street names from one project to another must be resubmitted.

Street Name Effective Date: October 11, 2021
Street Name Expiration Date: October 11, 2029

<u>STREET NAME</u>	<u>COMMENT</u>
African Ave	No conflict
Atlantic Bark	No conflict
Bark Bend	No conflict
Boarers Ridge	No conflict
Boat River	No conflict
Hammer St	No conflict
Peruvian Lily	No conflict
Queue Trail	No conflict
Rose Way	No conflict
Train Meadow	No conflict
Umiak Avenue	No conflict
Winter Lodge	No conflict
Knapper Trail	Possible conflict with Knapp St on reserve for 78249
Nokota Cir	Possible conflict with Dakota St in 78203
Tascosa Trail	Possible conflict with Tejasco in 78218

Thank you for your cooperation in this matter. If you need any further information regarding this request, please contact me at (210) 408-3911.