STREET NAME CHANGE APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
COMMUNITY DEVELOPMENT

To be completed by Applicant

PROJECT SUMMARY

IS THIS ASSOCIATED WITH A MAJOR OR MINOR SUBDIVISION?

NO   YES   If yes, this process will be handled through the Subdivision Process and this application is not required.

ADDITIONAL INFORMATION:

Existing Street Name: _____

Proposed Street Name: _____

City Right-of-Way   State Right-of-Way   Private Right-of-Way

The name change will affect: A portion of the street   The entire street

Total distance of ROW affected by the proposed Street Name Change _____

ALL REQUIRED MATERIALS ATTACHED

   Complete application per CBJ 49.35.220

   Pre-Application Conference notes

   Narrative including:

      Why the name change is needed

      The uniqueness of the street name

   Signed letters of approval from a majority of property owners whose property has access to the public street proposed for name change

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--DEPARTMENT USE ONLY BELOW THIS LINE--

STREET NAME CHANGE FEES	Fees	Check No.	Receipt	Date
Application Fees	$_____			
Adjustment	$_____			
Pub. Not. Sign Fee	$_____			
Pub. Not. Sign Deposit	$_____			
Total Fee	$_____			

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number	Date Received

Street Name Change Application Information
Street names are outlined in CBJ 49.35.220

Pre-Application Conference: A pre-application conference is encouraged prior to submitting an application. The applicant will meet with City & Borough of Juneau (CBJ) to discuss the proposed change, the permit procedure and to determine the application fees. To schedule a pre-application conference, please contact the Permit Center at 586-0770 or via email at Permits@juneau.org.

Application: An application for a Street Name Change will not be accepted by the Community Development Department (CDD) until it is determined to be complete. The items needed for a complete application are:
1. **Forms:** Completed Street Name Change Application and Development Permit Application forms.
2. **Fees:** The fee for a Street Name Change Application is $400.00. All fees are subject to change.
3. **Project Narrative:** A detailed narrative describing the reason for the name change.
4. **Map:** A map detailing the length of the street for which the name change is proposed.
5. **Additional Items:**
    a. *CBJ 35.220(b)(1)(B) Signed letters of approval from a majority of property owners whose properties have access to the public street proposed for the name change.*
    b. Each application packet may also include (but is not required) a petition signed by the owners of the land fronting the portion of the street sought to be changed.

Document Format: All information that is submitted as part of an application shall be submitted in either of the following formats:
1. Electronic copies may be submitted by CD, DVD or E-mail in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif .xlm, .rtf or other formats pre-approved by the Community Development Department.
2. Paper copies may not be larger than 11" X 17" (Unless a larger paper size is preapproved by the Community Development Department).

Neighborhood Meeting: The applicant for a street name change is highly recommended to hold at least one neighborhood meeting after the pre-application conference, and prior to application submittal. The purpose of the neighborhood meeting is to notify the public and provide an opportunity to comment on the proposal.

Application Review & Hearing Procedure: Once the application is determined to be complete, the Community Development Department will initiate the review and scheduling of the application. This process includes:

Review: The Community Development Department will evaluate the application for consistency with all applicable City & Borough of Juneau codes and adopted plans. Depending on unique characteristics of the permit request, the application may be required to be reviewed by other municipal boards and committees. During this review period, the Community Development Department also sends all applications out for a 15-day agency review period. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.

Hearing: All Street Name Change Applications must be reviewed by the Planning Commission. Once an application has been deemed complete and has been reviewed by all applicable parties the Community Development Department will schedule the requested permit for the next available Planning Commission meeting.

Public Notice Responsibilities: All Street Name Change requests must be given proper public notice as outlined in CBJ 49.15.230:

The Community Development Department will give notice of the pending Planning Commission meeting and its agenda in the local newspaper a minimum of 10-days prior to the meeting. Furthermore, CDD will mail notices to all property owners within 500-feet of the project site.

The Applicant will post a sign on the site at least 14 days prior to the meeting. The sign shall be visible from a public right-of-way or where determined appropriate by CDD. Signs may be produced by the Community Development Department for a preparation fee of $50, and a $100 deposit that will be refunded in full if the sign is returned within seven days of the scheduled hearing date. If the sign is returned between eight and 14 days of the scheduled hearing $50 may be refunded. The Applicant may make and erect their own sign. Please contact the Community Development Department for more information.

After the Public Hearing: If the Street Name Change is approved by the Planning Commission, all property owners affected by the Street Name Change will receive new addresses.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED