



STREET NAME CHANGE APPLICATION

Existing Name of Road: _____
Proposed Name of Road: _____
Beginning at (cross street): _____
Ending at (cross street): _____
Reason for Change: _____
Is this street in a subdivision? _____ If yes, subdivision name: _____
Applicant's Information:
Name: _____ Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number _____ Email: _____

Note: The applicant is responsible for revising recorded development plats, including any associated fees. The applicant is also responsible for the cost of new street name signs that will replace existing street name signs.

Petition Requirement: A Street Name Change Application must be accompanied by a petition that has been circulated among affected property owners. The petition should contain names, addresses, and signatures of all affected property owners. An affected property owner is one who owns an interest in property contiguous to the street. An example of the required petition is attached for applicant use.

At least 51% of the affected property owners, as determined by Gwinnett County Development Plan Review, must sign the petition in order to initiate the street name change process. Applications submitted with a petition that contains signatures from less than 51% of the affected property owners will have the application, petition and a list of affected property owners returned to the applicant.

Return completed application and petition of property owners to: Gwinnett County Planning and Development, Development Plan Review, 446 West Crogan Street, Lawrenceville, Georgia 30046-2440, phone 678-518-6000, Attn: Development Plan Review.

Petition of Property Owners to Accompany Street Name Change Application

An application is being submitted to request that _____ be changed to:
(Existing Street)

_____ between _____ and _____.
(Proposed name) (Cross Street) (Cross Street)

The street name change application is being submitted by _____.
(Applicant)

Note: A street name change may also result in **address changes**. The applicant is responsible for the cost of revising recorded development plats and the cost of installation of new street name signs. Each individual property owner would be responsible for any costs associated with changes in driver's license information, stationary, personal or business checks, home or mailbox numbers or other personal documents related to a street name or address change.

I am in favor of the proposed street name change.

Printed Name	Address	Phone	Email	Signature	Date

Return completed application and petition of property owners to: Gwinnett County Planning and Development, Development Plan Review, 446 West Crogan Street, Lawrenceville, Georgia 30046-2440, Phone 678-518-6000, Attn: Development Plan Review.

SUMMARY OF PROCEDURE FOR STREET NAME CHANGES

When a street name change is requested by:

- **A property owner with access to the subject street.**
- **A developer of property with approved access to the subject street.**

1. An applicant (see attached) is obtained from the Development Plan Review Section of the Department of Planning and Development (678-518-6000). It must be filled out completely and submitted along with a petition signed by all affected property owners. (An affected property owner is one who owns an interest in property contiguous to the street).

Within 30 days of submittal to the Department of Planning & Development, the Development Plan Review Section determines what percentage of the affected property owners has signed the petition. If less than 51% of the affected property owners have signed the petition, it will not be processed and will be returned to the applicant.

2. The Development Plan Review Section reviews the proposed street name for compliance with the Unified Development Ordinance; i.e., use of the same street name when the continuing street is in obvious alignment with existing streets, and non-duplication of names (see Unified Development Ordinance, 360-100.2 for more specific information).
3. If accepted, the proposed street name is placed on a "Reserve List." A letter is sent by Development Plan Review to affected county departments for review and comments (Fire & Emergency Services, Transportation, Planning Division and Police).
4. If the requested name change receives any unfavorable comments, the Development Plan Review Section then schedules a meeting with affected departments and agencies to develop recommendations as to the beginning and ending points of said change (if necessary), or name change, or any street number changes that may be applicable.
5. After review and acceptance by the county departments of the request, and if 100% of the affected property owners have signed a petition, then the Planning Division places the request on a Business Session agenda of the Board of Commissioners (BOC).
6. If all of the affected property owners do not agree to the requested street name change, or if less than 100% have signed the petition, than a public hearing is held. (Note, however, that at least 51% of the affected property owners must sign the petition for it to be accepted for processing). Notification requirements are as follows:
 - A. The Development Plan Review Section advertises the public hearings for the Planning Commission and the BOC as a Rezoning and Special Use Permit agenda item.

- B. The Development Plan Review Section advertises the name change in the newspaper at least fifteen (15) days, but not more than forty-five (45) days, before the first public hearing.
 - C. The Department of Transportation posts signs advertising the requested street name change, meeting date and time at least fifteen (15) days before the first hearing date.
 - D. The Development Plan Review Section notifies all affected property owners by letter at least fifteen (15) days prior to the first hearing.
 - E. Fire Services notifies all affected occupied structures at least fifteen (15) days prior to the first hearing.
7. If the name change is approved by the Board of Commissioners, then Development Plan Review Section makes changes as necessary. The Development Plan Review Section again notifies affected property owners and public agencies in writing at least ten (10) days before the change becomes effective. The public agencies notified are:
- Gwinnett County Voter Registration
 - Gwinnett County Department of Water Resources
 - Gwinnett County Emergency Services (911)
 - USPS Postmaster
 - Gwinnett County Tax Assessor Office
 - Gwinnett County Department of Transportation
- 8. The applicant is responsible for revising any final plats, including any associated fees. The applicant is also responsible for the cost of new street name signs that will replace existing street name signs.**