



## CITY OF FORT LAUDERDALE STREET NAME CHANGE POLICY

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### **Purpose:**

The purpose of this policy is to outline the City of Fort Lauderdale's street name processing procedures. All costs associated with such requests are to be borne by the applicant making the request. Street name changes may only be approved by City Commission.

This policy does not apply to street name changes initiated by the City of Fort Lauderdale.

### **Procedure:**

1. A citizen files a request with the Department of Transportation and Mobility requesting the street name change. The request shall include a completed application and petition form with the requisite number of signatures for the street name change. The request shall also include a letter by the applicant indicating agreement to pay all costs associated with the street name change and a letter of support from the officially recognized neighborhood association(s) if applicable.
  - A. The City of Fort Lauderdale Application to Change Street Name shall include the current street name\*, the proposed street name\*\*, a contact name and number (address and phone number), reason for the change and statement that the applicant agrees to pay all costs associated with the request, including the cost of new street signs.
    - \*The current street name will be retained as the primary street name.
    - \*\* Research should be done to establish if the name is unique. If the proposed street name is that of an individual then the individual must be deceased, had been a resident of the City of Fort Lauderdale, and contributed positively to the City of Fort Lauderdale's image.
  - B. The City of Fort Lauderdale Request Petition to Change Street Name, which must include the proposed street name, requires 70% of all affected property owners currently addressed on the existing street name to sign the petition. The petition shall be submitted along with the application.

2. Once the application and petition is submitted to the Department of Transportation and Mobility, both the application and petition will be reviewed by staff for completion and validation of property owner signatures.
3. Upon complete review by staff, and authorization by the Director of Transportation and Mobility, the request to change the street name will be placed on the City Commission agenda with supporting documentation as exhibits.
4. If the City Commission approves the request to change the street name<sup>\*\*\*</sup>, staff will request advance payment of Broward County's costs for changing the signs. If the City Commission rejects the request to change the street name, then the applicant must wait two (2) years to refile an application and petition to change the name of the proposed street.

\*\*\*If approved by City Commission, the street name change will not be effective until all fees associated with the street name change can be paid by the petitioner and the signs can be fabricated and posted. A letter shall be sent by the City of Fort Lauderdale informing the applicant of all costs associated with the street name change. The street signs will not be made nor installed until the City receives full payment from the applicant.

5. Once payment has been received, a copy of the approved City's resolution will be sent to Broward County to authorize the fabrication and installation of the signs. The resolution must have specific language as to what text is Primary/Secondary name (big/small text lettering). Staff will arrange to reimburse the County for its costs.