



## 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 Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

**Petition Requirements:** 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 66% of the affected property owners, as determined by Jackson County Public Development 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 66% 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 : Jackson County Public Development, 67 Athens Street, Jefferson, GA 30549, Phone (706) 367-5908, Attn: Planning & Zoning Division.



## 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 drivers license information, stationary, personal or business checks, home or mailbox numbers or personal documents related to a street name or address change.

I am in favor of the proposed street name change.

| Printed Name | Address | Day Phone | Signature | Date |
|--------------|---------|-----------|-----------|------|
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Return completed application and petition of property owners to: Jackson County Public Development, Planning & Zoning Division, 67 Athens Street, Jefferson, GA. 30549, Phone (706) 367-5908



## SUMMARY OF PROCEDURES 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 application (see attached) is obtain from the Division of Planning and Zoning (706-367-5908). It must be filled out completely and submitted along with a petition signed by all affected property owners in favor of the change (An affected property owner is one who owns an interest in property contiguous to the street) Within 30 days of submittal to the Division of Planning & Zoning, determines what percentage of the affected property owners has signed the petition. If less that 66% of the affected property owners have signed the petition, it will not be processed and will be returned to the applicant.
  2. The Planning & Zoning Division reviews the proposed street name for compliance with Jackson County Roads and Addressing Ordinance 3-1-1.
  3. If accepted, the proposed street name is placed on a "Reserve List." A letter is sent by Planning & Zoning Division to affected county departments for review and comments (Fire & Emergency Services, Transportation, Planning Division, GIS and Public Safety).
  4. If the requested name change receives any unfavorable comments, the Planning & Zoning Division will schedule 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 66% of the affected property owners have signed a petition, then the Planning & Zoning Division places a request on the Board of Commissioners (BOC) agenda.
  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 66% of the affected property owners must sign the petition for it to be accepted for processing).

Notification requirements are as follows:

- A. The Public Development Department advertises the public hearings for the BOC as a public hearing agenda item.
- B. The Public Development Department advertises the name change in the newspaper at least (15) days, but not more than forty-five (45) days, before the first public hearing.

7. If the name change is approved by the Board of Commissioners, then the Planning & Zoning Division along with the GIS Department make changes as necessary. The Planning and Zoning Division again notifies affected property owners and public agencies in writing at least (10) days before the change becomes effective.

The public agencies are:

- Jackson County Voter Registration
- Jackson County Water and Sewer Authority
- Jackson County Emergency Services (911)
- Jackson County Tax Assessor Office
- Jackson County Road Department
- Jackson County Fire Department
- USPS Postmaster

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.**