



**Public Works and Development**

6924 South Lima Street Centennial CO 80112 Phone: 720-874-6650 FAX 303-798-6054  
 www.co.arapahoe.co.us

**Street Name Change Procedure**

This procedure has been created to re-name existing streets in Arapahoe County and to provide internal and outside agency referrals to local agencies.

**Process**

A **Pre-submittal meeting** is required prior to the submittal of any application to request a street name change. Contact the PWD/Planning Desk for a Presubmittal Meeting Setup Application at 720-874-6650 for further information.

**Items required for a Formal Submittal**

1	Land Development Application Green Form
4	Letters of intent
4	Final Plat(s) that show the dedicated street
4	24" x 36 Prints of the Proposal-Street Name Change Plan (overlay on existing Final Plat)
1	Application Fee \$750.00

**Internal review period**

Staff will review the **Street Name Change Request** and meet with applicant to review requests and return redline comments for revisions.

**What are outside referral packets, and how do I prepare them?**

In order for local agencies to comment on the plan, they must be sent information regarding the proposal.

Please insert the following information into manila envelopes addressed to the appropriate agency (as required by the US Postal Service), unsealed with no postage and no return address. We will add a Routing form to the packet, seal, and stamp and mail these for you.

1	Print of the Plan including revised street name change plan in each envelope (11x 17)
1	Point-by point response letter

**Typical Referral Agencies (as determined by our staff)**

	Fire Protection District
	Sheriff's Office
	Post Office
	Utility Providers: Electric, Water and/or Sanitation, Telephone, Pipeline
	Schools
	Adjacent Jurisdictions and other Government agencies
	Other

In addition to the Outside Referral packets, prepare **FOUR** Internal packets for the following departments: **Planning, Engineering, Mapping & Zoning**. Into in each of these packets insert: revised street name change plans, point-by-point response letters and redlines.

### **Planning Commission Information**

During the referral period the staff will advise the applicant of the **tentative date for** Planning Commission public hearing and of the posting and mail notification requirements for the public hearing.

The applicant will be required to post the subject property a minimum of **14 days** prior to the Planning Commission public hearing, and to mail notices to adjacent property owners. The applicant will provide proof of posting and notification to the Planning Division prior to the public hearing.

Following the Planning Commission public hearing, staff will schedule the request for consideration by the Board of County Commissioners at public hearing.

### **BOCC Information**

The County will publish a notice of public hearing in a newspaper of general circulation in the area of the requested street name change.

The applicant will be required to post the subject property a minimum of **14 days** prior to the Board of County Commissioner's public hearing, and provide mail notification to the adjacent property owners. The applicant will provide proof of posting and mail notification to the Planning Division prior to the public hearing.

At the public hearing before the Board of County Commissioners, staff will present the recommendation of the Planning Commission, the referral responses from the affected agencies, and the recommendation of staff. All interested parties will present public testimony. The Board may, after closing the public hearing, approve or deny the request, or take the matter under advisement.

The Board will adopt a resolution on the requested street name change with their decision on the request.