

# STREET NAME CHANGE APPLICATION

City of Dalton, Georgia  
City Clerk's Office  
300 West Waugh Street #317  
Post Office Box 1205  
Dalton, Georgia 30722-1205  
Phone (706)529-2490 | Fax (706)529-2491



- **Street Name Change Ordinance:**

## **Sec. 98-50, Street and/or City facilities name changes**

- a) ***Recognition of public interest:*** The City recognizes that, from time to time a certain individual or organization may make historical, cultural or other important contributions to the City, the State of Georgia or the United States that merit recognition by renaming a City street and/or other City facilities, in their honor. The City also recognizes that certain streets and/or City facilities have already been named in honor of other important contributions to the City, the State of Georgia or the United States. This section prescribes the procedure by which existing City streets and/or City facilities may be named in honor of individuals and organizations, while preserving the integrity of those streets and City facilities that have already been historically connected or dedicated with the name of an individual or organization.
- b) ***Purpose:*** To establish a systemic and consistent approach for the official renaming of City streets and/or City facilities.
- c) ***Definition:*** City facilities – all property assets under municipal ownership and/or control or to be deeded to the municipality, including but not limited to streets, bridges, buildings, structures, open spaces, public parks, trails, natural areas, wetlands, environmental habitat, and land.

**Criteria:** The City will rename streets and/or City facilities through an adopted process utilizing criteria emphasizing community value and character, local history, geography, environmental, as well as civics and service to the community. Names proposed should fall within one of the following categories: Local History/ Context Name, Historic/Natural Resource, or Commemorative Name

- **Application procedure:**

1. A request for renaming of a City Street and/or City facility shall be submitted in writing to the City Clerk.
2. Those submitting a naming request should show how the proposed name is consistent with the criteria stated in this Ordinance.
3. A detailed cost estimate for the implementation of any street renaming, including all costs associated with producing and installing appropriate signage to effectuate the City street and/or City facility will be provided after the application has been submitted.
4. A **\$300.00 non-refundable administrative fee** to cover other associated costs concerning the City's consideration of the application for the street and/or City Facility renaming, including advertising the proposed street and/or City facility renaming, must also accompany the application.
5. Because street renaming often imposes a significant hardship on residences and businesses located on the street due to the fact that maps, banking information, driver's license information, billing information, websites, advertising information, letterheads and other stationary or residential/business materials, and other information relative to the affected residences or businesses will need to be changed as a result of a street renaming, the application must be accompanied by a list of the names and addresses and signatures of 100 percent of the residents residing or businesses located on the street to which the street renaming applies in favor of the street renaming and whose address will change as a result of the street renaming.

- **Consideration of application; effectuating the street and/or City facility renaming:**

1. The City staff will review the proposal for adherence to the stated criteria and authentication of the statements relative to contributions in the case of an individual before forwarding to the Mayor and Council. If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.
2. The Mayor and Council will offer the opportunity for public input on the proposed renaming.
3. Each application must meet the criteria in this Ordinance but meeting all criteria does not ensure renaming.
4. The Mayor and Council shall make the final decision by enactment of a Resolution.
5. If the street and/or City facility renaming is accepted by the City and adopted by the Mayor and Council of the City of Dalton, in accordance with the City's Code of Ordinances, then the applicant will be further required to submit payment to the City in the amount of the cost of installation of signage and/or other amenities associated with the street and/or City facility renaming. Funds received will be deposited into the general fund of the City.
6. Costs to implement a street and/or City facility renaming must be paid to the City within thirty (30) days of the applicant's receipt of notice from the City that the application has been accepted by the City and further setting forth the cost of the street renaming or dedication to be remitted to the City.
7. Upon the adoption of the renaming and the payments of said costs, renaming of the street and/or City facility is to be completed within a six (6) month time period.
8. Notice of the renaming must be provided to all property owners located on the street, U.S. Postal Service, and other entities as appropriate.

*The Mayor and Council intend that Code Sections 98-41 through 98-49 remain in full force and effect. City "staff" shall mean the Chief of the Fire Department or his designee.*

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## • **Applicant information**

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

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

## • **Renaming City Street Information**

Existing Name of Road: \_\_\_\_\_ Proposed Name of Road: \_\_\_\_\_

### **Reason for Change (Check one):**

- **Local History/Context Name:**
  - i. Use historic references, with submittal of a one-page documentation of local history or contextual references taken from print and/or other factual documentation.
- **Natural/Historic Resource:**
  - i. Use geographic location of the facility
  - ii. Use outstanding natural features in immediate proximity of the facility (i.e. hill, stream, lake, notable tree, street, community or neighborhood)
  - iii. Use site, structure, and/or place of historic or cultural significance on or in immediate proximity of the facility
  - iv. Avoid use of names having intended spelling errors, creating a false sense of history (e.g. Towne, Olde), or reflecting natural features not extant (e.g. Mountain Peak Road)
- **Commemorative Name:**
  - i. An individual\*, family, and/or group of historical or cultural significance, with submittal of a one-page biographical sketch providing documentation of direct civic contributions to the facility, or the City overall.
    - \* Individual of Historic or Cultural significance – minimum qualifications: a) native to or clearly identified with the City of Dalton, Georgia, b) made exceptional service contribution to the community in his/her field of endeavor, and c) an inspiration to others to make use of their talents, d) Must be deceased.
  - ii. An individual, family, and/or group (or designated honoree) having made a substantial financial contribution of land and/or donation to the City facility or City, itself, with submittal of a one-page biographical sketch providing documentation of the direct contribution toward the acquisition or development of the specific facility or street (does not have to be deceased).

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## **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.*

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	Day Phone	Signature	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*Return completed application and petition of property owners to: Dalton City Hall, City Clerk's Office, Dalton, GA 30721. Phone: 706-529-2490, Attn: Street Name Change Petition.*