

STREET & FACILITY NAMING & RENAMING APPLICATION



Planning, Development & Transportation Department
P.O. Box 1810 | 929 N Front St. Wilmington, NC 28401
Telephone 910.254.0900

Applications for the naming or renaming of a street or facility, including all required supplemental information, shall be submitted to the City Clerk. Applications may be submitted at any time. For privately funded memorials, please refer to Section 1.0 of the *Wilmington Street and facility Naming and Renaming, and Private Memorials Policy* (attached). The Naming Facilities Committee will review submissions once every two years, during even-numbered years. Petitioners requesting the official naming or renaming of a street or facility shall designate one individual who shall be responsible for the validity of the application and for the submission of all supplemental information. This individual will be the primary point of contact between city staff and the petitioners. The application package must include the following:

- Demonstration of Support (Petition)
- Description of Street/Facility to be Named or Renamed (metes and bounds/narrative)
- Description of How Request Meets Policy Criteria (narrative and evidence)
- Background of Existing Street or Facility Name(narrative)
- Application Fee (\$200.00)

Street/Facility Information

Existing Official Name: _____

Location of the Street (as applicable) _____
(Name of Intersecting Street or Alley)

From _____
(Direction)

Extending _____
(Distance)

To _____
(Name of Intersecting Street or Alley)

Location of Facility: (as applicable) _____

Proposed Name: _____

Applicant Information

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Signature: _____

Date: _____

Supplemental Information

Demonstration of Local Support

Naming & Renaming Streets

- Names, property Address, mailing address, phone number, and signature of property owner or legal representative for property addresses on the street to which the street renaming applies. (Petition Attached)
- If renaming a street, the applicant must obtain signatures from no less than **75 percent** of the property address on the street to which the street renaming applies.
- If honorifically naming a street, the applicant must obtain signatures from no less than **51 percent** of the property address on the street to which the street renaming applies.
- In the absence of the property owner's signature, the occupant or tenant may be counted. In the event of a conflict between the property owner and the tenant, the property owner's wishes shall prevail. Only one signature per property address shall be counted.

Naming Facilities

- Applicants are encouraged to collect signatures from community members impacted by the facility name change, provide letters of support from community organizations, or utilize online petitions to connect with community members.

Description of Street or Facility

Naming & Renaming Streets

- One (1) Copy of the plat as recorded in the Office of the New Hanover County Register or Deeds on which the street or alley requested to be officially named or renamed is delineated; or
- Legal description (metes and bounds) of the street or alley requested to be officially named or renamed with one (1) copy of diagrams or maps drawn to scale delineating the street or alley requested to be officially named or renamed. (New Hanover County Tax Maps may be used).
- For official names, the entire street shall be included.

Naming Facilities

- Description of city facility requested to be renamed.

Description of How Request Meets Policy Criteria

Description of how the newly proposed name meets the criteria included in section 2.0 of the *Wilmington Street and facility Naming and Renaming, and Private Memorials Policy*. (attached)

Background of Existing Street or Facility Name

Relevant background and biographical information as to why the individual or group the street is currently named after should be changed.

Application Fee

A non-refundable fee of **\$200.00** is required. Additional fees will be due in subsequent phases of the review depending on the success of the application.

STREET & FACILITIES NAMING & RENAMING APPLICATION

Process

Initial Review

A complete application must be submitted to the City Clerk. Applications may be submitted at any time. The *Naming Facilities Committee* (NFC) will review submissions once every two years, during even numbered years. The NFC will consider how applications meet the criteria of Section 2.0 of the *Wilmington Street and facility Naming and Renaming, and Private Memorials Policy*. (attached)

If the NFC determines that the application is unable to move forward, applicants will be notified and, when possible, the committee will provide feedback on how the application can be adjusted and allowed to move forward. These amendments are not subject to the bi-annual review window.

Verification

Following initial approval of the application by the NFC, the city will verify the facts and information in the application and consult with city staff to determine if there would be any negative impacts on emergency service delivery. The City Clerk will verify the names on any petitions demonstrating local support.

Naming Facilities Committee Consideration

The NFC will consider all information provided by staff and determine if the applications moves on to the next stage of review. Applications that move forward will be required to submit an additional \$500.00 fee to offset costs of public outreach.

If the NFC determines that the application is unable to move forward, applicants will be notified and, when possible, the committee will provide feedback on how the application can be adjusted and allowed to move forward. These amendments are not subject to the bi-annual review window.

Public Input

All residents, especially affected parties, may have an opportunity to provide public comment on the request. A community meeting will be held with city staff and a survey will be provided. Public notice for the meeting will be provided via mailed postcards along the corresponding roadways for street naming and renaming.

Committee Recommendation

City staff will present public input results to the NFC. The committee will consider all relevant information, including but not limited to, the amount of support or non-support. Following public input, the committee will make a recommendation to the full City Council.

Final Vote & Adoption

The naming and renaming requests will be presented to the City Council via resolution. City Council will determine if the resolution is approved or denied.

Cost of Signage

For Honorific naming, if the applicant desires more than two standard city sign blades, the applicant must provide 50% of the cost. In the event that a street is renamed, the costs of signage will be covered by the city.

Process Flowchart

