

STREET NAME APPROVAL APPLICATION INSTRUCTIONS

Any project which creates a new street (whether public or private) must submit a Street Name Approval Application to the City of Sacramento. The applicant can propose any name for the street provided that it meets the criteria in City Code Section [12.04.030](#) and Resolution 2009-518. If a Major Encroachment Permit application is submitted prior to the Final Map application, the Street Name Approval Application shall be submitted with the Major Encroachment Permit application.

Completed application shall be submitted via email to DE@cityofsacramento.org. Incomplete applications will be declined.

Submittal Requirements

1. Submit the application and an exhibit labeling each new street with the proposed names from the application. Exhibit must have desired street names and locations shown.
2. Applicant should provide the following minimum number of proposed names:
 - 1-2 new streets = 5 proposed street names
 - 3-5 new streets = 8 proposed street names
 - ≥ 6 new streets = At least 50% (rounded up) additional street names over the number of streets in the project. Example: If the project includes 7 new streets, provide at least 11 proposed street names.

NOTE – List proposed street names on the application form that are on the exhibit first. The extra street names that are required per the above criteria will be considered alternate names only to be used if the preferred street names shown on the exhibit are not approved by the City during the review.

3. If applicant is submitting an application for one phase of a multiple phase final map, only submit proposed names for the streets within the boundary of that phase. Each phase final map will require its own Street Name Approval Application. In circumstances where adjacent phased maps should have street name approvals submitted concurrently when the applicant is only submitting one phased map application, this can be accommodated when the City deems it appropriate.

**Example – A new road with a street designation must be “Circle” but only half of the circle is shown on the first phased map could prepare a Street Name Approval application for Phase 2 at the same time as Phase 1 to ensure the correct street designation is assigned to the Phase 1 street.
4. If a Street Name Approval Application is needed for a project that does not require a final map, the applicant shall submit the form to the Development Engineering Project Manager assigned to the project.

Street Name Requirements and Guidelines

The following list provides the fundamental requirements and guidelines that are found in Resolution 2009-518 for the convenience of the applicant. Please refer to the resolution for exact requirements.

1. Street names are limited to 13 characters including spaces and prefixes.
2. Do not include street designations such as Avenues, Streets, Court, etc. These will be provided by the City once the name has been approved.
3. Special characters including apostrophes and hyphens are prohibited.
4. Numeric words need to be spelled out completely (Example: Big Four Street)
5. Offensive, vulgar, and difficult to pronounce street names are prohibited.
6. The applicant must do his/her due diligence in researching existing street names within the entire boundary of Sacramento County. Duplication of any existing street name is prohibited.
7. Note that private walkways that require a name for addressing purposes must use this form and process to obtain approved names for the private walkway.

Alley Naming

1. Alleys within Central City were officially named through the adoption of Resolution 2011-564.
2. Existing alleys that do not have an official street name will only be officially named if there is a project that requires the applicant to provide an address off the un-named alley.
 - a) The developer of the project requiring an address off the un-named alley shall pick a name off the city pre-approved alley name list.
 - b) The developer shall submit the Street Name Approval Application with the selected alley name from the pre-approved list.
 - c) Requests to name an existing un-named alley without a development project requiring an address off the subject alley will be declined.
3. New alleys created as part of a new subdivision are not subject to the pre-approved alley name list.

Approval Process

1. City staff will review the exhibit and proposed street names on the application for compliance with the guidelines and requirements.
 - a) All street names on the exhibit map shall be listed first in the application form list of proposed street names.
 - b) The remainder of the list of proposed street names will be considered alternate names but will be reviewed by the city for approval. This will expedite the approval of the street names if any of the names shown on the exhibit are not approved.
 - c) The City will also review the limits of street names and may require street name changes at different locations from what is proposed by the applicant.
2. City will return the application with a yes or no decision for each proposed name. The exhibit will also be returned to the applicant with any redlines for required street name changes.
3. If revisions to the proposed street names are required, the applicant will need to update the exhibit with any of the alternate street names that were approved, including location changes where a street name may change (typically this is at an intersection or a road elbow) and return the final exhibit with the approved names back to the City.
4. The City will stamp the exhibit and the approved application with final approval. It will be uploaded to the city records and a copy will be sent to the applicant.

STREET NAME APPROVAL APPLICATION

Project Name		Phase #	Application Date
		of	
Project Address			Planning File No.
Applicant Name	Applicant Phone #	Applicant Email	

City Requirements: Comply with City Code Section [12.04.030](#) and Resolution 2009-518. Include an exhibit/site map showing the location of each proposed street name. See Instructions for submittal requirements and guidelines. Incomplete applications will be declined.

Total number of new streets being named (not including alternate names): _____.

- 1-2 new streets = 5 proposed street names.
- 3-5 new streets = 8 proposed street names.
- ≥ 6 new streets = At least 50% (rounded up) additional street names must be proposed.

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STAFF USE ONLY – APPROVED BY:

Accela Record #	eCAPS Charge #

Signature: _____
 Printed Name: _____
 Department of Public Works, Development Engineering

Signature: _____
 Printed Name: _____
 Police Department, Communication Division