

Procedure for the Change of Street Names in St. Louis County, Missouri

Prepared by the St. Louis County Department of Transportation

- 1) A "Petition for Change of Street Name" is prepared by a petitioner on forms approved by the Director of the St. Louis County Department of Transportation. The petitioner is typically someone who lives on or owns property on the street or road proposed for a name change. A blank petition and a copy of the "Street Name Change" procedure wording contained in **Chapter 1105.125 - Procedure for Change of Street Name (Chapter 1105, Title XI SLCRO 1974 as Amended)** (most recently amended by St. Louis County Ordinance No. 26,072, 2015), are attached to this procedure list and is also available on the Internet, at the Department of Transportation's "Publications & Manuals" Internet website, located at: www.stlouisco.com/YourGovernment/CountyDepartments/HighwaysandTraffic/HighwayPublicationsManuals.
- 2) The petitioner should list on the "Petition for Change of Street Name", the printed names and addresses of all of the property owners abutting and affected by the proposed street name change (all property owners as listed on the General Warranty or Quit-Claim Deeds). This would include the abutting property owners of record for both occupied and vacant lots, affected property owners who have an address on this road, and other parties as determined by the Department of Transportation. All abutting and/or affected property owners, as previously described, shall be notified of the proposed street name change request by the petitioner. Proof of notice shall be by signature on the petition, either agreeing to or opposing the proposed street name change, signed "Certified Mail - Return Receipt Requested" card attached to written notification, or by other method as allowed by the Department of Transportation. Those property owners objecting to the proposed name change may send their objection to the St. Louis County Clerk if they so desire. Those properties listed on the petition not containing signatures, shall be considered by the Department of Transportation as objections to the proposed street name change, unless written approval is received in other form by the County Clerk or the Department of Transportation.
- 3) This procedure is intended for both public and private streets in unincorporated St. Louis County, or streets in incorporated St. Louis County under the jurisdiction and maintenance of St. Louis County (i.e.: St. Louis County Arterial Road System (ARS) roadways). For a name change of public and private streets or roads located in a municipality (incorporated St. Louis County), which are under the jurisdiction of that municipality, please contact the appropriate municipality for their street or road name change procedure. This procedure is not for unnamed roads needing to be named. For more information on naming of an unnamed road, contact the Department of Information Technology, GIS Service Center, at the phone number listed on page 3.
- 4) The Department of Transportation, and the Department of Information Technology, GIS Service Center, should be contacted prior to the preparation of the street name change petition in unincorporated St. Louis County and for roads maintained by St. Louis County in a municipality (as described in Item #3 above). The Department of Information Technology, GIS Service Center, and the appropriate municipality, should be contacted prior to the changing of a street name within a municipality, to check for duplication of street names and focus on any addressing problems that would occur as a result of the street name change.

- 5) For street or road name changes through St. Louis County, the "Petition for Change of Street Name", along with a filing fee of Seventy-Five Dollars (\$75), made payable to the "St. Louis County Clerk", shall be filed with the Office of St. Louis County Clerk. An informational copy of the submittal should be provided by the petitioner to the Department of Transportation and the Department of Information Technology, GIS Service Center, at the time of filing.
- 6) The "Petition for Change of Street Name" is placed on the St. Louis County Council Agenda. The St. Louis County Council forwards the Petition to the Director of the Department of Transportation for review and recommendation.
- 7) The "Petition for Change of Street Name" is reviewed by the Department of Transportation, and the names and signatures on the petition are verified with the current property owners of record as shown on the Department of Revenue's Real Estate Information website at <http://revenue.stlouisco.com/IAS/>. The number of street name signs to be installed or replaced is determined by the Department of Transportation Signing Section. The Department of Information Technology, GIS Service Center, is contacted by the Department of Transportation to check for duplication of street names and any potential addressing problems. After completion of the Department of Transportation review, the Department notifies the petitioner of any requirements that need to be met and the required signage fee for replacement and erection of new street name signs in the maintained St. Louis County right-of-way (\$110 for the first sign and \$50 for each additional street name sign required).
- 8) After all of the Department of Transportation requirements are completed, and the required signage fee is received by the Department of Transportation (check made payable to "Treasurer, St. Louis County"), the Director of Transportation will submit a report with their review comments to the St. Louis County Council.
- 9) The County Council then acts on the "Petition for Change of Street Name", taking into account the comments of the Department of Transportation and the Department of Information Technology, GIS Service Center. Legislation is requested by the County Council from the Office of the County Counselor. The County Counselor prepares and submits a Bill, which is introduced to the County Council. Typically, at the County Council meeting following Bill introduction, the Bill is perfected and slated for final passage at following County Council meeting. If the County Council chooses to approve of the Bill, the Bill is then sent to the County Executive for signature, after which it becomes an Ordinance. The Ordinance officially becomes effective 15 days after signature by the County Executive.
- 10) If the County Council does not pass legislation for the street name change within 60 days of receipt of the Department of Transportation recommendation, the petitioner may request a refund of the signage fee from the Department of Transportation (as described in **Chapter 1105.125 - Procedure for Change of Street Name**). Appropriate entries will be added to the "Office Use Only" section of the street name petition by the County Clerk.
- 11) If a public street name is changed, the new street name sign(s) will be installed in the maintained public road right-of-way by the Department of Transportation, once the legislation is approved by St. Louis County and the street name has officially been changed.

- 12) If a private street name or an unaccepted public street name is changed, and the street intersects a street maintained by the Department of Transportation, the Department will install the new street name sign(s) in the maintained public road right-of-way, once the legislation is approved by St. Louis County and the street name has officially been changed. Any installation of new or replacement signs required by the Department of Transportation in the private road or unaccepted public road right-of-way, shall be the responsibility of the owner or owners of the private road, or those having jurisdiction over the street. Signage shall meet the current Manual on Uniform Traffic Control Devices (MUTCD) standards, and the St. Louis County Signing Standards (Standard Drawing C903.10, "Street Name Signs, Details and Locations", and "Standard Specifications for Road and Bridge Construction" Manual, Section 903) as shown on the Department of Transportation's "Publications & Manuals" Internet webpage at: www.stlouisco.com/YourGovernment/CountyDepartments/HighwaysandTraffic/HighwayPublicationsManuals. The correct installation of any required street name signs in the private road or unaccepted public road right-of-way will be verified by the Department of Transportation.

St. Louis County Name Change Contacts

St. Louis County Clerk

41 South Central Avenue, 1st Floor
Clayton, Missouri 63105

Attention: Ms. Janie Alexander
Chief Deputy County Clerk

Phone: (314) 615-7060

Fax: (314) 615-7890

E-mail: JAlexander@stlouisco.com

St. Louis County

Department of Transportation

1050 N. Lindbergh Boulevard
Creve Coeur, Missouri 63132

Attention: Mr. Gerard "Jerry" Lippold
Technical Advisor,
Transportation Standards

Phone: (314) 615-8514

Fax: (314) 615-8194

E-mail: GLippold@stlouisco.com

St. Louis County

Department of Information Technology

GIS Service Center

41 South Central Avenue, 3rd Floor
Clayton, Missouri 63105

Attention: Mr. Ted Zeilman
Address Coordinator / GIS Technician

Phone: (314) 615-3786

Fax: (314) 615-3863

E-mail: TZeilman@stlouisco.com

ST. LOUIS COUNTY ORDINANCE 26,072, 2015
AMENDING CHAPTER 1105, TITLE XI SLCRO 1974 AS AMENDED

Chapter 1105.125 - Procedure for Change of Street Name.

1. Petitions for change of street name(s) shall be filed with the County Clerk on forms approved by the Director. Each petition shall identify by address all properties affected by the request and shall contain the signatures of all affected property owners who agree to the proposed change. Each petition shall be accompanied by a filing fee of seventy-five dollars (\$75.00).
2. The County Council shall refer the petition to the Director for Review and recommendation. The Director shall consult with the Mapping Division of the Department of Revenue and determine whether the majority of affected property owners favor the petitioned change, whether the change could be made without undue confusion in the provision of emergency, mail and other services, and the cost of signage for the proposed change. Upon receipt of payment of the cost of signage from the petitioner, the Director shall advise the Council of his recommendation.
3. Upon receipt of the Director's recommendation, the County Council may effectuate the petitioned change of street name(s). The Director shall upon petitioner's request refund the payment for signage if legislation effectuating the petitioned change(s) has not been passed within sixty (60) days of receipt of the Director's recommendation.

ST. LOUIS COUNTY COUNCIL PETITION FOR CHANGE OF STREET NAME

- The undersigned Petitioner(s) request(s) that the St. Louis County Council enact the appropriate legislation to change the street name of _____ to _____. This is a **public** / **private** (circle one) street in unincorporated St. Louis County or is under the jurisdiction of St. Louis County.
- Person(s) to be contacted regarding this street name change petition (please print):

Petitioners Name(s): _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone: (Day) _____ (Evening) _____

Petitioner(s) Signature(s): _____

Your Interest as the Petitioner(s) (i.e.: property owner, agent, etc.): _____

- A list of all addresses affected by this request is shown below. All abutting and affected property owners, including all owners or record of both occupied property and vacant lots, are listed below and have been notified of this street name change request.
- The signatures of all abutting and affected property owners, approving of this proposed street name change petition are shown below. If you are not in agreement with this proposed street name change, please state the reason below next to your name or file a formal objection with the St. Louis County Clerk.

	(Please Print)		
	<u>Name(s)</u>	<u>Address(es)</u>	<u>Signature(s)</u>
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____
6)	_____	_____	_____
7)	_____	_____	_____
8)	_____	_____	_____
9)	_____	_____	_____
10)	_____	_____	_____
11)	_____	_____	_____
12)	_____	_____	_____

- 13) _____
- 14) _____
- 15) _____
- 16) _____
- 17) _____
- 18) _____
- 19) _____
- 20) _____
- 21) _____
- 22) _____
- 23) _____
- 24) _____
- 25) _____

- A filing fee of \$75.00 made payable to "St. Louis County Clerk" is attached to this petition.

(The Following is for Office Use Only)

Filing Fee Received by St. Louis County Clerk's Office

By: _____ Date: _____

Signage Payment Received by St. Louis County Department of Transportation
 (Payable to "Treasurer, St. Louis County")

By: _____ Signage Fee: \$ _____

Date: _____

Director of the Department of Transportation recommendation and approval forwarded to
 the County Council on: _____.

Ordinance Enacted

Approval Date: _____ Ordinance No. _____

Signage Refund Request (per Procedure for Change of Street Name)

Requested: Yes No By: _____

Payment refunded to: _____ Date: _____