

# **PROCEDURE FOR CHANGE OF STREET NAMES IN ST. LOUIS COUNTY, MISSOURI**

## **Prepared by the St. Louis County Department of Highways and Traffic**

- 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 Highways and Traffic (hereafter referred to as "Highway Department"). The petitioner is normally 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 ordinance (St. Louis County Ordinance No. 17,791), is attached to this procedure's list and is also available on the Internet, at the Highway Department "Publications" website, located at <http://www.stlouisco.com/hwyweb/publications.cfm>.
- 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. 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 Highway Department. All abutting and 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 Highway Department. 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 Highway Department as objections to the proposed street name change, unless written approval is received in other form by the County Clerk or the Highway Department.
- 3) This procedure is intended for both public and private streets in unincorporated St. Louis County, or streets under the jurisdiction of St. Louis County (i.e.: St. Louis County Arterial Roadways). The name change of public and private streets or roads located in a municipality, are under the jurisdiction of that municipality. Please contact the appropriate municipality for their street or road name change procedure.
- 4) The Department of Highways and Traffic, and the Department of Revenue, Land Information Systems - Addressing, should be contacted prior to the preparation of the street name change petition or 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) 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 Highway Department and the Department of Revenue, Land Information Systems - Addressing, 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 Highways and Traffic for review and recommendation.

- 7) The "Petition for Change of Street Name" is reviewed by the Highway Department, 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 search websites at <http://gis.stlouisco.com/search/viewer.htm> or <http://revenue.stlouisco.com/ias>. The number of street name signs to be installed or replaced is determined by the Highway Department. The Department of Revenue, Land Information Systems - Addressing, is contacted by the Department of Highways and Traffic to check for duplication of street names and any potential addressing problems. After completion of the Highway Department 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 Highway Department requirements are completed, and the required signage fee is received by the Highway Department (check made payable to "Treasurer, St. Louis County"), the Director of Highways and Traffic 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 Highway Department and the Department of Revenue, Land Information Systems - Addressing. 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 Highway Department recommendation, the petitioner may request a refund of the signage fee from the Highway Department (as described in St. Louis County Ordinance No. 17,791). 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 Highway Department, 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 Highway Department, 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 Highway Department in the private road or unaccepted public road right-of-way, shall be the responsibility of the owner or owner's of the private road, or those having jurisdiction over the street. Signage shall meet the latest MUTCD (Manual on Uniform Traffic Control Devices for Streets and Highways) or St. Louis County signing standards (Standard Drawings C608.16 and C903.10), as shown on the Highway Department's Design Criteria webpage at <http://www.stlouisco.com/hwyweb/DesignCriteria/Index.html>. 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 Highway Department.

## **Saint Louis County Name Change Contacts**

### **St. Louis County Clerk**

41 South Central Avenue, 1<sup>st</sup> Floor  
Clayton, Missouri 63105

Attention: Ms. Jeanette Hook  
Deputy County Clerk

Phone: (314) 615-7171  
Fax: (314) 615-7890  
E-mail: [Jhook@stlouisco.com](mailto:Jhook@stlouisco.com)

### **St. Louis County Department of Highways and Traffic**

121 South Meramec Avenue, 8<sup>th</sup> Floor  
Clayton, Missouri 63105

Attention: Ms. Swan Fields  
Review Engineer

Phone: (314) 615-8587  
Fax: (314) 615-8156  
E-mail: [Sfields@stlouisco.com](mailto:Sfields@stlouisco.com)

### **Saint Louis County Department of Revenue Land Information Systems - Addressing**

41 South Central Avenue, 3<sup>rd</sup> Floor  
Clayton, Missouri 63105

Attention: Ms. Janice Brockgreitens  
Office Services Representative

Phone: (314) 615-4622  
Fax: (314) 615-3863  
E-mail: [JBrockgreitens@stlouisco.com](mailto:JBrockgreitens@stlouisco.com)

# 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 owners 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.

	<b>(Please Print)</b>		
	<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.

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**(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 Highways & Traffic**  
 (Payable to "Treasurer, Saint Louis County")

By: \_\_\_\_\_ Signage Fee: \$ \_\_\_\_\_

Date: \_\_\_\_\_

Director of Department of Highways and Traffic recommendation and approval forwarded to  
 the County Council on: \_\_\_\_\_.

**Ordinance Enacted**

Approval Date: \_\_\_\_\_ Ordinance No. \_\_\_\_\_

**Signage Refund Request**

Requested:  Yes  No By: \_\_\_\_\_

Payment refunded to: \_\_\_\_\_ Date: \_\_\_\_\_

Substitute Bill No. 1 for:

BILL NO.: 407, 1995

ORDINANCE NO.: 17,791, 1995

Introduced by Councilman: Corcoran

**AN ORDINANCE**

AMENDING CHAPTER 1105, TITLE XI SLCRO 1974 AS AMENDED, "DEPARTMENT OF HIGHWAYS AND TRAFFIC," BY ENACTING AND ADDING THERETO ONE NEW SECTION ESTABLISHING THE PROCEDURE FOR CHANGE OF STREET NAME.

BE IT ORDAINED BY THE COUNTY COUNCIL OF ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

SECTION 1. Chapter 1105, Title XI SLCRO 1974 as amended, "Department of Highways and Traffic," is amended by enacting and adding thereto one new section as follows:

**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 of Highways and Traffic. 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 of Highways and Traffic 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.

ADOPTED: November 9, 1995

GEORGE M. CORCORAN  
CHAIRMAN, COUNTY COUNCIL

APPROVED: November 13, 1995

BUZZ WESTFALL  
COUNTY EXECUTIVE

ATTEST: JEANETTE O. HOOK  
DEPUTY ADMINISTRATIVE DIRECTOR

35-657

*(Copy of Ordinance No. 17,791)*