



### Road Name Change (RNC) Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

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- \_\_\_\_\_ Completed Form: [Petition for Road Name Change](#)
- \_\_\_\_\_ Letter of Request should contain, at a minimum, the following:
  - \_\_\_\_\_ Date of Application.
  - \_\_\_\_\_ Owner and Owner's Representative or Consultant Mailing Addresses, Telephone Numbers, and Email Addresses.
  - \_\_\_\_\_ Name and recording information of Subdivision.
  - \_\_\_\_\_ Name of plated roadway and proposed name.
  - \_\_\_\_\_ Project description or project narrative
  - \_\_\_\_\_ Action requested and the reason and purpose for the request.
  - \_\_\_\_\_ Parcel numbers of properties which abut the roadway.
- \_\_\_\_\_ An accurate map or site/plot plan depicting the public road subject to the request.
- \_\_\_\_\_ Copies of letters sent to the owners of properties which abut the roadway whose renaming is requested.
- \_\_\_\_\_ Copies of letters received by the owners of properties which abut the roadway whose renaming is requested.