

# STREET NAME CHANGE POLICY

Town of Shallotte

P.O Box 2287  
Shallotte, NC 28459

Phone: (910) 754-4032

Fax: (910) 754-2740





# TOWN OF SHALLOTTE

## Street Name Change Policy

---

**Purpose:** The purpose of this policy is to establish guidelines, standards, and procedures for street name changing request. The Town wishes to encourage such requests within the terms established by this policy.

**Scope:** This policy applies to all streets located in the Town of Shallotte's municipal street system and planning and zoning jurisdiction.

### **STANDARDS FOR CHANGING A STREET NAME**

Applicants shall submit all requests to change a street name to the Planning Department for review. Changing a street name requires a petition to be signed by property owners along the petitioned street. The proposed new name must receive approval from 75% or more of the property owners along the petitioned street. In some cases the current address (house number) will also change if the street name change is approved. Approval of changing a street name must be approved by the Board of Aldermen. The address numbering decision is made by the Town of Shallotte upon approval of the new name.

Once a petition or application has been received it will be reviewed by the appropriate departments and if accepted, the name will be submitted to the Board of Aldermen for approval. If the Board of Aldermen approves the name change, the Planning Department will send notification of the renamed street to all property owners, the US Postal Service, Brunswick County, State departments, and telecommunication companies upon receipt of the sign fee.

A street sign fee of \$30.00 per sign must be paid by the applicant(s) within 30 days of notification of approval. If the payment for the street sign(s) is not received within the 30 days, the name of the street will remain the original name, and the request will be resubmitted as a new request.

### **PROCEDURE FOR REQUESTS TO RENAME A STREET**

The Town will collect and accept applications to rename street(s) within the Town of Shallotte's municipal street system and planning and zoning jurisdiction.

**Application:** The applicant must contact the Administrator or his/her designee to determine whether the request may be accepted based upon criteria contained in this policy. If the request can be accepted, then the applicant will complete the associated application form. Application forms are available online, via e-mail, or by visiting Town Hall. Completed applications and payments are to be made for review and processing.

**Elected Officials:** All requests to rename a street within the area specified in this policy will be presented to the Board of Aldermen for approval.

Duly adopted by the Town of Shallotte Board of Aldermen while in regular session on Tuesday,  
Feb. 4, 2014.



Sandy Strickland  
Sandy Strickland,  
Town Clerk

Walter Eccard  
Walter Eccard,  
Mayor



Town of Shallotte  
P.O. Box 2287  
Shallotte, NC 28459  
Phone: (910) 754-4032  
Fax: (910) 754-2740

**TOWN OF SHALLOTTE**  
**Street Name Change Application**  
(TO BE COMPLETED BY APPLICANT, PLEASE PRINT LEGIBLY)

---

**APPLICANT INFORMATION:**

Name of Applicant:		
Address of Applicant:		
Home Phone:	Work Phone:	Fax:
Email Address:		

**STREET NAMING INFORMATION:**

Current Street Name:
Requested Street Name:
Reason for Request of Street Name Change:

**\*The applicant must receive and attached a petition signed by 75% or more of the property owners along the petitioned street. Failure to not include this information will result in an incomplete application and the request will not be considered by the Board of Aldermen for approval. A street sign fee of \$30 must also be paid with thirty (30) days of approval or the street name request will revert back to the original street name.**

**I HAVE READ AND AGREED TO THE TERMS OF THE MEMORIAL AND DONATION POLICY**

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

---

(TO BE COMPLETED BY TOWN STAFF)

Reviewed By:	Date:
--------------	-------