



City of Jefferson
Department of Planning & Protective Services
320 E. McCarty Street
Jefferson City, MO 65101
Phone: 573-634-6410
jcplanning@jeffcitymo.org
www.jeffersoncitymo.gov

PETITION FOR STREET NAME CHANGE

Return completed application and filing fee to:
City of Jefferson, Missouri
Department of Planning and Protective Services
Planning Division – Room 120
320 East McCarty Street, Jefferson City, Missouri 65101

1. Current Street Name: _____

2. Proposed New Street Name: _____

3. Street Section Affected: Address Range Affected:

From Point or Intersection _____

To Point or Intersection _____

4. Address Range Affected:

From: _____

To: _____

5. Purpose of the Request: _____

Primary Contact

Name _____

Address _____

Email: _____

Daytime Telephone Number _____

Date Filed: _____

*Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act.
Please allow three business days to process the request.*

Excerpts from the Code of the City of Jefferson, Missouri

Chapter 25, Planning and Development

Sec. 25-34. Street Name Change

- A. The process to change the name of a street, public right-of-way or private street shall be as outlined in this Section.
- (1) City staff may initiate a request to change a street name by filing an application with the Planning and Zoning Commission
 - (2) A majority of property owners along a street may propose that the name of the street be changed by filing a Petition signed by a majority of the property owners along the street to the Planning and Zoning Commission. A filing fee shall be required for a Petition to change the name of a street. This fee shall be paid at the time the petition is submitted to the city. The purpose of the fee is to cover the cost to process notices and shall be non-refundable. The fee shall be set out in Appendix Y.
- B. All property owners abutting the street proposed to be renamed shall be notified of the application or petition to change the street name, and the date of public hearing before the Planning and Zoning Commission at least 10 days prior to the hearing date. A notice of public hearing shall be published in a newspaper of general circulation in the city at least fifteen (15) days prior to the public hearing.
- C. The Council, after receiving a recommendation from the Planning and Zoning Commission, shall hold a public hearing to consider the name change. Notice of public hearing shall be published once in a local newspaper of general circulation at least fifteen (15) days prior to the hearing. Following the Council's public hearing, the Council may, by ordinance, change the name of the street.
- D. Upon the passage of an ordinance changing the name of a street.
- (1) a notice that the name of the street has been changed shall be mailed to each property owner and delivered to each building unit; and
 - (2) a notice shall be published in a newspaper of general circulation in the city at least once per week for four (4) consecutive weeks; and
 - (3) the city clerk shall file with the recorder of deeds of the appropriate County a certified copy of the ordinance; and
 - (4) new street name signs shall be erected as soon as practical following the passage of the ordinance, or upon the effective date of the change, whichever is applicable. Both new and previous street name signs may be displayed for one year if it serves the public interest.

Appendix Y

Ch.25	Sec.34.A.(2)	Street name change: <i>*The amount per block will be refunded if the street name change fails to pass</i>	\$408 filing fee, plus \$50 per block affected by the street name change.*
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Fee Revised June 30, 2015

For City Use Only:

Number of Affected Properties: _____

Number of Affected Addresses: _____

Fee Paid:

Base Amount:

Amount per Block Due:

Timeline for Public Hearings:

Application Date:

Newspaper Notice #1:

Property Owner Mailed Notice:

P&Z Public Hearing Date:

Newspaper Notice #2:

City Council Public Hearing Date:

Estimated Effective Date:

Property Owner Petition

Requires signatures of a majority of property owners along the affected street section.

Attach additional sheets as necessary

We, the undersigned property owners, hereby petition the Planning and Zoning Commission and City Council to rename the afore-named street or street section (please print).

Printed Name

Signature

Address

[illegible]

(Sheet _____ of _____)