

UNPLATTED STREET NAME CHANGE OR NAMING (SNNP)

NAME CHANGE – Change the name of an existing unplatted street

OR

NAMING STREET – Name an unnamed, unplatted street

Code of Laws, Chapter 22, Article X

Applicant Contact Information

Name of Owner: _____

Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ E-Mail Address: _____

Name of Agent: _____ Firm: _____

Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ E-Mail Address: _____

Name of Applicant (if different than owner or agent): _____

Street Information

Current Street Name: _____ Not Applicable

Proposed Street Name: _____

Street is: Public Private Length of street: _____

Parcel #: _____ Section/Township/Range: ____/____/____

Legal Description: _____

Total Number of Property Owners abutting street: _____

Total Number of Parcels abutting street: _____

Total Number of Property Owners signing petition: _____ Percentage: _____

Per Section 22-360, it is the responsibility of the petitioner to bear the cost of replacing or installing street signs on all public and private streets. In the case of public streets, signs will be replaced by the Collier County Transportation Operations Department following payment of a fee. In the case of private streets, it shall be the responsibility of the petitioner to provide for the street sign(s) displaying the new name in accordance with the Collier County Land Development Code.

Per Section 22-357 (1)c., notification and a neighborhood information meeting is required for unplatted streets and roadways if the name change or naming involves more than ten property owners.

List of Abutting Parcels

Parcel #: _____ Section/Township/Range: ____/____/____ Property Owner: _____
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Parcel #: _____ Section/Township/Range: ____/____/____ Property Owner: _____

Attach additional pages as required.

Collier County

Submittal Requirement Checklist

The following Submittal Requirement checklist is to be utilized at time of application submittal. **Incomplete submittals will not be accepted.** Documents shall be submitted electronically.

REQUIREMENTS FOR REVIEW:	REQUIRED
Application Form , including list of abutting parcels.	<input checked="" type="checkbox"/>
Cover Letter , including a statement explaining reason for proposed name change or naming	<input checked="" type="checkbox"/>
Addressing Checklist	<input checked="" type="checkbox"/>
Site Plan , showing street with proposed name change or to be named	<input checked="" type="checkbox"/>
Property Owner Disclosure form	<input checked="" type="checkbox"/>
Petition , with signatures of abutting property owners	<input checked="" type="checkbox"/>
Neighborhood Informational Meeting , required when street abuts 10 or more properties.	<input type="checkbox"/>

Fee Calculation Worksheet

<input type="checkbox"/> Application Fee: \$100.00, plus \$50.00 per additional hour or partial hour of research required to process application, not to exceed \$500.00	\$ _____
<input type="checkbox"/> Fire Review Fee: \$150.00	\$ _____
<input type="checkbox"/> Estimated Cost to replace street sign (public streets): \$100.00	\$ _____
Fee Subtotal	\$ _____
Pre-application fee credit, if applicable	\$ _____
Total Fees Required:	\$ _____

Applicant/Agent Signature

Date

Section 22-357 – Duly advertised public hearing to rename a street

(1)c.: Notification for unplatted streets and roadways: The administrative official shall conduct at least one neighborhood informational meeting if the name change involves more than ten property owners and is not required to go before the board of county commissioners. This meeting shall be held 30 days prior to changing of the roadway and the petitioner is required to install street signs. The location of the neighborhood informational meeting should be reasonably convenient to those property owners affected by the renaming of the street and the facilities shall be of sufficient size to accommodate expected attendance. The administrative official shall cause a display advertisement, in type no smaller than 12 point and said advertisement shall not be placed in that portion of the newspaper where legal notices and classified advertisements appear. The advertisement shall state the purpose, location, and time of the meeting and shall be placed with a newspaper of general circulation in the county at least seven days prior to the neighborhood informational meeting.

If the street with proposed name change abuts 10 or more properties:

- Applicant must conduct at least one Neighborhood Information Meeting (NIM)
- The applicant must make arrangements for the location of the meeting. The location must be reasonably convenient to those property owners who are required to receive notice.
- The meeting must be held 30 days prior to renaming of the roadway.
- Meeting must be advertised in the newspaper at least seven (7) days prior to meeting date:
 - Display ad shall be no smaller than 12 point;
 - Shall not be placed in that portion of the newspaper where legal notices or classified ads appear;
 - Placed in a newspaper of general circulation; and
 - Must state purpose, location and time of the meeting.