

STREET NAME CHANGE APPLICATION

Updated: March, 2023



CONTACT INFORMATION

Applicant's Name		Applicant's Phone #	
Company		Company	
Applicant's Mailing Address		Applicant's Email	

PROPERTY INFORMATION

Number of Property Owners Affected: _____

Number of Businesses Affected: _____

NOTE: To be accepted as complete, more than 50% of the owners of businesses and 50% of the owners of property addressed on this street must sign the accompanying petition.

REQUESTED CHANGE

Existing Street Name: _____

Proposed Street Name: _____

Description of Location: From the intersection of _____ to _____

Reason for Requested Change: _____

AUTHORIZATION

I certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request.

Filing Fee \$212

Technology Fee \$15

TOTAL COST* \$227

Total cost does not include the cost of replacing street signs, which is determined by the Public Services Director

Submittal of this digital Application shall constitute as acknowledgement and authorization to process this request.

APPLY ONLINE – WWW.MYGOVERNMENTONLINE.ORG/



CHECKLIST FOR STREET NAME CHANGE APPLICATION

<p>The following items are requested for consideration of this application. These and additional items may be required, at the request of the Department, in order to determine the application complete and filed.</p>	<p>Comments</p>
<p><input type="checkbox"/> <i>Pre-development meeting with staff is <u>required</u> unless waived by the Responsible Official</i></p> <ul style="list-style-type: none"> <i>• Please visit http://sanmarcostx.gov/1123/Pre-Development-Meetings to schedule, or email planninginfo@sanmarcostx.gov with any questions.</i> 	
<p><input type="checkbox"/> Completed Application for Street Name Change</p>	
<p><input type="checkbox"/> Site Plan illustrating the area to be changed</p>	
<p><input type="checkbox"/> Signatures from Property Owners and Businesses affected by / addressed on the street proposed to change (please provide as many pages as necessary)</p>	
<p><input type="checkbox"/> Application Filing Fee \$212 Technology Fee \$15</p>	
<p>**San Marcos Development Code Section 2.3.1.1(C): “Every application accepted by the responsible official for filing shall be subject to a determination of completeness...the responsible official is not required to review an application unless it is complete...”</p>	

CITY OF SAN MARCOS STREET NAME CHANGE PETITION

By signing this petition, I hereby request the City Council of the City of San Marcos to change the street name of _____ to _____, as requested in the attached application form. I hereby affirm that I am the legal owner of a business or property that receives its physical address (regardless of mailing address) from this street. I understand that it will be my responsibility to provide notification of my new address to all interested parties within one year of the effective date of this change.

Printed Name, Please print legibly	Physical Address On street to be changed	Mailing Address If not the same	Business Name If applicable	Signature

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