



## HOW TO FILE A STREET NAME CHANGE

### Preliminary

The Los Angeles County Street Naming Committee provides a deliberative body to recommend street name changes to the Los Angeles County Board of Supervisors. The Committee recommends changes only in those cases in which it has determined that a change should be made.

The Los Angeles County Street Naming Committee consists of a Chairman, from the Department of Regional Planning, a secretary from the Department of Regional Planning, a member from Public Works, and a member from the U.S. Postal Service.

Proposed changes should serve to eliminate ambiguities, duplications, or confusion of any kind, which may be addressed by changing a street name. In addition, all street name changes must be in compliance with the **Street Name Policy Statement**.

### The Street Name Change Process

1. To initiate a street name change, write a letter to the Los Angeles County Street Naming Committee, Room 1383, 320 W. Temple, Los Angeles, California 90012. The phone number is (213) 974-6395.

A petition signed by a majority of the residents of the street to be changed may also be submitted. The Street Naming Committee suggests that three (3) proposed street names be submitted in your letter.

2. A letter from the Street Naming Committee will advise you if any of the names proposed for the change is acceptable. If the change proposed is determined not to be in agreement with Street Naming Policy, a copy of the **Street Name Policy Statement** will accompany the letter to you.

If the proposed change is determined to be in agreement with Street Naming Policy, the letter to you will inform you when and where the proposed change will be on the Street Naming Committee agenda. You may be present at this meeting if you desire. Whether you are present or not, you will be informed of the Committee decision by letter.

3. If the Committee decision is favorable, the change request will be forwarded to the Board of Supervisors. You will be informed when the Board of Supervisors will hear the proposed Street Name Change.



- A. A location street map is then prepared by the Geographical Information Systems (GIS) Section – this map is then forwarded to the Chairman of the Street Name Committee. The Chairman then requests from the Executive Officer of the Board of Supervisors that a time and date be set for a Public Hearing for the Proposed Street Name Change.
  - B. Notice of such Hearing shall be given by posting notice in at least three public places along the street or streets proposed to be affected, and such posting to be complete at least ten days before the day set for the Hearing.
4. If approved by the Board of Supervisors, the change becomes law. Notification of the change is sent to various agencies by the Geographical Information Systems (GIS). Street Name Signs will be changed by the Operational Services Division within sixty days.