



Policy Type: Board

Category: Land Use

Policy Name: Policies on the Naming of Streets - Board Policy 7.2

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7.2 POLICIES ON THE NAMING OF STREETS (Adopted 5-1-84; Amended 4-19-05)

(A) Street Name Standards

- (1) A proposed street name shall not duplicate or too closely approximate phonetically the names of any streets in the postal or ZIP code area.
- (2) The spelling, spacing and suffix abbreviations for each street name should be consistent on all maps, street signs, and listings.
- (3) The definitions of non-English street names should be reviewed to assure that offensive or derogatory names are avoided.
- (4) Street names shall not exceed 20 characters in length, including spaces but exclusive of any suffix.
- (5) Where the street is a continuation of an existing street, the existing street name shall be used.
- (6) Cul-de-sac streets will usually be called "Court". However, "Place" also is acceptable. A cul-de-sac may carry the same name as the street to which it is connected.



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- (7) Loop streets will usually be called "Circle".
- (8) The use of names with historic significance is encouraged.

(B) New Streets Created by Tract or Parcel Map

- (1) The County's Central Permit Office shall refer any tentative map with proposed new street names to County Communications and the United States Post Office for clearance of the street names. The referral map shall include signature blocs for approval, denial and comment.
- (2) The County Surveyor shall verify the clearance of new street names prior to recording the final parcel map.
- (3) The County Surveyor shall forward a copy of the final parcel map to County Communications, the United States Post office, and to the County Building Inspection Office.

(C) Street Name Corrections to Recorded Maps

- (1) The County Surveyor may correct a street name by recording a Certificate of Correction. This process is restricted to corrections such as spelling and does not include the establishment or replacement of a new street name. The process includes:
 - (a) A written request to the County Surveyor outlining the reason for the correction request;
 - (b) A recording fee for the Certificate of Correction.



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(2) The County Surveyor shall forward a copy of the map to County Communications and to the County Building Inspection Office.

(D) Public Streets -- Street Name Changes and Official Street Name Designations on Existing Streets

(1) Prior to filing a formal "Street Name Request", the applicant shall obtain clearance from County Communications and the United States Post Office, each individually as follows:

(a) Applicant shall complete and mail to County Communications and the U.S. Post Office a "Preliminary Street Name Request" form, copies available from the Central Permit Office, which shall include the following:

(1) A 500 scale map showing the street for which the name change is proposed and the names and addresses of all property owners within 300 feet of the street;

(2) The reason for the requested name change;

(3) The applicant's name, address and phone number;

(4) An approval/denial bloc on the map.

(b) County Communications and the U.S. Post Office shall mail their responses directly to the applicant.

(2) Upon receipt of a favorable comment by both County Communications and the Post Office, the applicant shall submit an application to the Central Permit Office including the following:



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- (a) The completed and signed "Street Name Request" application;
 - (b) The mailing list and pre-addressed stamped envelopes including all property owners within 300 feet of the street;
 - (c) Copies of the "Preliminary Street Name Request" from the Santa Clara County Communications Department and the U.S. Post Office;
 - (d) A copy of the previously prepared map showing the street for which the name change is proposed including the names and addresses of property owners. The location of the notices to be posted shall be added to said map.
- (3) A public hearing will be scheduled before the County Surveyor within thirty (30) days from the acceptance of the application by the Central Permit Office.
- (a) Notice of such hearing will be sent to all affected property owners as identified by the applicant.
 - (b) The applicant shall post notice of the hearing as follows:
 - (1) A minimum of three (3) conspicuous locations along the street to be affected, as shown on the submitted map, including each end of the street and every thousand (1,000) feet on the street.
 - (2) Notices shall be posted a minimum of ten (10) days prior to the hearing.



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- (3) Notices shall be eighteen (18) inches by twenty-four (24) inches with letters that can be seen from a distance of fifty (50) feet.
 - (4) Notices shall be painted or printed on material that will withstand outdoor elements.
 - (5) A copy of the actual notice and pictures of the posted notices shall be submitted at the time of the hearing.
- (4) The County may initiate the name change procedure on its own motion by requesting a public hearing before the County Surveyor and subject to compliance with all noticing and review requirements.
 - (5) After the public hearing is closed, the County Surveyor shall render a decision:
 - (a) If the name change is approved,
 - (1) The applicant shall pay the Public Works Department the cost of preparation and installation of the new street signs.
 - (2) The County Surveyor shall notify
 - Applicant
 - County Communication
 - Post Office
 - Transportation Agency
 - Any other agency or jurisdiction that the County Surveyor determines should be notified.



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(3) The County Surveyor shall prepare an order changing the street name and file such order with the Board of Supervisors.

(b) If the name change is denied, the applicant may file an appeal as outlined in Section (F).

(E) Private Streets and Private Access Ways

(1) Street name requests will be subject to all of the following:

(a) The access road is subject to one or more of the following:

(i) Serves three (3) or more residences as the principal means of access, or

(ii) The access is of a length, design or location that an official name is being supported by a governmental agency for emergency purposes.

(b) The request is being made, in whole or in part, by County Communications or the U.S. Post Office.

(c) The process is subject to the same application, referral, and hearing procedure as Section (D) above.

(F) Appeals

(1) Any person dissatisfied with the decision of the County Surveyor may file an appeal with the Clerk of the Board of Supervisors within fifteen (15) calendar days of the decision.



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- (a) Appeals shall be filed at the Central Permit Office and shall include a non-refundable fee in an amount prescribed by resolution of the Board of Supervisors.
- (b) The County Surveyor shall submit all maps, records, papers, and files which constitute the record in the action in which the appeal was taken.
- (c) The Board shall hear the matter de novo.
- (d) The decision of the Board of Supervisors upon appeal is final.

(G) Renaming of Existing County Expressways

Existing County expressways may not be renamed.

Related Policies

None.

Related Forms and Information

None.

History

Date	Changes Made
2/10/2014	Policy Uploaded. (Kyle Larson)
4/19/2005	Policy Amended. View legislative file.
5/01/1984	Policy Adopted.