

## **INSTRUCTIONS FOR FILING A PETITION FOR A CHANGE OF A STREET NAME**

1. The applicant or an authorized agent of the applicant shall appear at the Department of Planning and Development, 723 West Markham Street, Little Rock, Arkansas to file the completed application forms and required documentation. The application shall include the signatures of no less than 50% plus one of the residents and businesses located in the affected area, which is the length of the street proposed to be renamed. In the case of a multi-family housing development, only the signature of the manager or owner of the facility is required. The signatures may be on the City-provided application form or attached as a petition clearly indicating the name and address of each signer.
2. The applicant shall submit as part of his application three (3) copies of a survey or other instrument such as a recorded plat indicating the area of the name change.
3. The payment of a filing fee in the amount of \$150 is required at the time of filing.
4. The applicant shall submit as part of the filing a cover letter outlining the proposal and stating the reasons for the proposed change.
5. After filing the proper forms and meeting the requirements set forth above, the applicant shall give notice to affected properties as required below. Before the Planning Commission shall consider an application for a street name change the applicant or authorized agent shall first give at least 15 days written notice of the time, place and date of the Planning Commission public hearing thereon to all residents of land abutting the length of the street proposed to be renamed. This includes all business occupants, single-family and two-family occupants and multi-family occupants. In the case of a multi-family housing development, notice may be sent to the manager or owner of the development.

The notice shall be by certified mail. The form of notice shall be that as provided by staff. Proof of notice, including post-marked certified mail receipts and a copy of notice sent, shall be returned to staff no later than 6 days prior to the Planning Commission hearing date.
6. The applicant shall post the signs, furnished at the time of filing, at each end of the street or portion of street proposed for a change of name at least thirty (30) calendar days before the meeting. If for any reason a sign should be destroyed or torn down, a replacement should be obtained from this office.
7. The applicant should be present at the meeting in order to answer any questions of the Commission or other interested parties. The absence of the applicant may be cause for deferral.
8. The applicant's noncompliance with the above may cause the petition to be withheld or not considered at the meeting scheduled and may require the re-notification of property owners.

**PETITION FOR A CHANGE OF STREET NAME**

PLANNING COMMISSION MEETING DOCKETED FOR \_\_\_\_\_, AT \_\_\_\_\_ P.M.

A petition is hereby submitted to the Board of Directors of the City of Little Rock, Arkansas through the Little Rock Planning Commission, requesting a change of name for the following described street.

GENERAL DESCRIPTION: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PROPOSED NAME: \_\_\_\_\_

SIZE: \_\_\_\_\_ SQ. FT. \_\_\_\_\_ ACRES \_\_\_\_\_

Present use of the properties the street serves:

No. of Residences \_\_\_\_\_

No. of Businesses \_\_\_\_\_

It is understood that notice of the public hearing hereon before the Little Rock Planning Commission will be circulated by the applicant at his/her expense to all parties in interest.

\_\_\_\_\_  
(OWNER)

\_\_\_\_\_  
(MAILING ADDRESS)

\_\_\_\_\_  
(AGENT)

HOME  
PHONE: \_\_\_\_\_  
BUSINESS  
PHONE: \_\_\_\_\_

ADDITIONAL SIGNATURES:

| <u>NAME</u> | <u>ADDRESS</u> |
|-------------|----------------|
| _____       | _____          |
| _____       | _____          |
| _____       | _____          |
| _____       | _____          |
| _____       | _____          |

PLANNING COMMISSION APPROVED: \_\_\_\_\_

PLANNING COMMISSION DENIED: \_\_\_\_\_

BOARD OF DIRECTORS APPROVED: \_\_\_\_\_

RESOLUTION NO.: \_\_\_\_\_

\_\_\_\_\_  
Signature of Secretary of Planning Commission

**NOTICE OF PUBLIC HEARING BEFORE  
THE LITTLE ROCK PLANNING COMMISSION  
ON A PETITION TO RENAME A STREET**

To all occupants, owners and residents abutting the following street:

Location/Description: \_\_\_\_\_  
\_\_\_\_\_

Petitioner: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

Agent or Attorney: \_\_\_\_\_ Phone No. \_\_\_\_\_

Notice is hereby given that a public hearing on the said petition will be held by the Little Rock Planning Commission in the Board of Directors Chambers, Second Floor, City Hall, on \_\_\_\_\_, at \_\_\_\_\_ P.M.

Meetings between the developer, the staff and the neighborhood residents can be arranged prior to the public hearing if desired. The applicant/developer is \_\_\_\_\_ can be contacted at the telephone number \_\_\_\_\_.

All parties in interest may appear and be heard at said time and place or may notify the Planning Commission of their views on this matter by letter. All persons interested in this petition are invited to call 371-4790 or visit the Department of Planning and Development, 723 West Markham.

APPLICANT (Owner or Authorized Agent): \_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

---

---

**AFFIDAVIT**

I hereby certify that I have properly notified all owners or residents of record as directed in the instructions for filing a petition to rename a street. Further, that proof of such notice has been provided to the staff of the Planning Commission in compliance with the instructions.

APPLICANT (Owner or Authorized Agent): \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Date)

AFFIDAVIT

I, \_\_\_\_\_ certify by my signature below that I hereby authorize \_\_\_\_\_ to act as my agent regarding the \_\_\_\_\_ of the below described property.

Property described

as: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Title Holder

\_\_\_\_\_  
Date

Subscribed and sworn to me a Notary Public on this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_