



# PUBLIC STREET RENAMING HANDOUT

PUBLIC WORKS DEPARTMENT  
DEVELOPMENT SERVICES DIVISION - ADDRESSING SECTION

A street name change officially changes the name of a street. **All street name changes are for the entire length of the street and not for a segment of the street.** For this purpose, the entire length of the street shall be deemed as the entire contiguous length of the street. A street name change will cause all properties addressed from the designated street to be readdressed in order to identify the new street name within the address assignment. **(Section 745.106, Ord. Code)**

A street name change for the purpose of renaming the street after an individual must meet additional criteria. **A street may only be named after an individual if:**

1. The person has achieved prominence as a result of their significant, positive contribution to the United States of America and/or the local community;
2. The person has been deceased for at least five (5) years;
3. The person resided in the community within five (5) miles of the street name change for at least ten (10) years;
4. Waiver of any provision of this Section shall require a vote of two-thirds of all Council Members

## STEP 1

An application for the public street name change must be submitted to the Public Works Department's Addressing Section. The application can be found on our [webpage](#) or by emailing the Addressing Section Inbox ([Address@coj.net](mailto:Address@coj.net)) and requesting an application.

## STEP 1A

Once the application is submitted, it will be reviewed by Staff to determine if the application is deemed sufficient and complete. Once the application is deemed sufficient, Staff will generate an invoice and forward the invoice to the applicant via email.



# PUBLIC STREET RENAMING HANDOUT

PUBLIC WORKS DEPARTMENT  
DEVELOPMENT SERVICES DIVISION - ADDRESSING SECTION

## STEP 2

Payment of the required **\$2,000.00 fee** for the new street sign. The renaming of a street requires the posting of a new street sign. The sign will be maintained in perpetuity by the City of Jacksonville.

Invoices can be paid at the Tax Collector's Office at 214 N. Hogan Street, 2nd Floor or at any Tax Collector's Office in Duval County. Make checks payable to "Tax Collector." **A copy of the paid invoice will need to be provided to the Addressing Section via Email or in-person.**

## STEP 3

The Addressing Section will send letters to the owners of properties who are addressed from the road in which a street renaming is being sought. **Two written notifications** will be mailed to these property owners to request a consent or objection concerning the proposed street name change. Any owner that fails to respond to these written requests within **an allotted 60 day time period** will be counted as an owner in favor of the proposed renaming or designation.

If **seventy-five (75%)** of the property owners approve the street renaming, then the process will continue to move forward. However, if the seventy-five (75%) approval requirement is not achieved, then the street renaming process will be **terminated**.

## STEP 4

If the **seventy-five (75%)** property owner approval requirement is achieved, then the proposed street renaming will go before the City's 911 Emergency Addressing Advisory Committee and the City's Historic Preservation Commission.

An unfavorable response from either the Committee or Commission would not terminate the street renaming process. Their comments and recommendations are attached to the street renaming legislation and made available to the City Council for their consideration.



# PUBLIC STREET RENAMING HANDOUT

PUBLIC WORKS DEPARTMENT  
DEVELOPMENT SERVICES DIVISION - ADDRESSING SECTION

## STEP 5

**Two public hearings** are held concerning a proposed street name change. Public hearing notices are mailed to the affected property owners along the designated road and temporary signs are placed along the road to notice these public hearings.

One public hearing is held before the full City Council and a second public hearing is held before the Transportation, Energy and Utilities (TEU) Committee. The final decision of the City Council concerning the street renaming will occur at a City Council meeting that follows the second public hearing.

## STEP 6

Once legislation is approved by City Council and signed by the Mayor, the Addressing Section will rename the road within our GIS system and mail official address change notification letters to impacted property owners, business owners and residents.

Lastly, Traffic Engineering will be notified to place the new street sign. The new street signs will be posted once the new address assignments become effective. In most instances there is a **thirty (30) day time period** between the assignment of the new address and the date in which the new street name signs are posted.

## FREQUENTLY ASKED QUESTIONS

### 1. What if I want to change a portion of the road?

According to the Ordinance Code, Sec. 745.105(h), all street name changes shall be for the entire length of the street and not for a short segment of the street.

### 2. How do I contact the Addressing Section?

Email: [Address@coj.net](mailto:Address@coj.net)

Phone: (904) 255 8340

### 3. How long does this process take?

Roughly 3-5 months.