



PRIVATE 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 street to be readdressed in order to identify the new street name within the address assignment. **(Ord. 745.106)**

STEP 1

An application for the private 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) 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 send it over to the applicant via email.

STEP 2

Payment of the required **\$400.00 fee** for the new street sign. The renaming of a private street requires the posting of a new street sign. In locations where the private road intersects with a public road, the street name sign will be placed in the public road right of way. 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 physically.**



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STEP 2A

In locations where a **private street sign is to be placed on private property**, the applicant is required to obtain written permissions from private property owners to post signs on their property. The applicant requesting the street renaming will be required to contract with a private vendor for the creation and placement of the new sign(s). All street signs are required to meet existing City standards.

Proof of the sign being posted is required to be provided prior to the City's final approval of the new street name. In locations where the applicant is required to post the sign on private property, the \$400.00 fee for the street renaming is **waived**.

STEP 3

IF there are property owners other than the applicant effected by the private street renaming request, then **seventy-five percent (75%)** of the property owners who own property on which the road is located or whose address is assigned to the road must consent to the renaming. Once a street renaming application has been submitted and deemed sufficient, the Addressing Section will send letters to the owners of properties where the road is located and/or to owners whose properties are addressed from the road in which the 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 a **total allotted 60-day time-period** will be counted as an owner in favor of the proposed renaming or designation.

STEP 3A

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**.



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STEP 4

Once the street renaming process is completed, the Addressing Section will rename the road in our GIS system and notify property owners of their new address assignment.

Lastly, Traffic Engineering will be notified so they can place the new street sign **IF** it is being placed in the public road right of way.

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. What if I want to name the street after an individual?

The person would have to be deceased for at least five (5) years and would have had to reside within the community within five miles of the street name change for at least ten (10) years. Additionally, naming the street after an individual would require additional public hearings and City Council approval.

3. How do I contact the Addressing Section?

Email: Address@coj.net

Phone: (904) 255-8340

4. How long does this process take?

Depends on the situation. If other property owners are effected besides the applicant, the process will take 60 to 70 days. Since written notifications must be sent out to property owners.

If there are no effected property owners other than the applicant, the process can take a couple of weeks compared to a couple of months.