



801 Crawford Street, Portsmouth, Virginia 23704

Application Street Name Change

www.portsmouthva.gov/planning/

Notes:

- No action will take place, nor will the request be placed on any agenda if staff determines that the application is not complete.
- Required submittals with application:
 - Letter describing the reason for the request.
 - Scaled map showing area to be renamed.
- Contact with the adjoining property owners is required. Provide the contact information below.
- In addition to the fee listed, the applicant will be responsible for all costs associated with the fabrication and installation of the new street signs associated with the street name change.

**APPLICATION FEE: \$350.00 Application Fee is NON-REFUNDABLE.
Please make check payable to the Portsmouth City Treasurer.**

1. Applicant Information

| | | | |
|----------------------|--|-------|--|
| Applicant Name: | | | |
| Address: | | | |
| Phone Number(s): | | | |
| Email Address: | | | |
| Applicant Signature: | | Date: | |

2. Street Name Information

| | |
|--------------------------|--|
| Existing Name of Street: | |
| Proposed Name of Street: | |

3. Adjacent Property Owner Information

List all owners of property abutting the proposed closure area. All adjoining property owners must sign the application.

| Adjacent Property Owners | Address | Signature |
|--------------------------|---------|-----------|
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| OFFICE USE ONLY | | City Project Number: | |
| Received By: | | Received Date: | |
| Accepted as Complete By: | | Accepted Date: | |