

# Chatham-Kent Road Name Change Policy

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## 1.0 Policy Statement and Purpose

A policy outlining the process of road name changes for the Municipality of Chatham-Kent. This policy outlines the criteria in which individuals must meet and/or obtain for a road name change to be eligible for consideration. Requests received from applicants will be forwarded to the Road Name Change Committee for review and then to Council for approval of the road name change.

## 2.0 Scope

- Arterial and Collector roadways are excluded from the Road Name Change policy, only name changes for local roads will be considered.
- Road name change must span the entire length of the road; the end of the road will be determined by the Chatham-Kent GIS team within one week upon receipt of initial request.
- Road name changes are initiated by the public.
- Costs incurred by residents (changing postal address etc.) are the responsibility of each resident.
- The proposed new road name will adhere to the guidelines set out in Appendix A of this policy.
- Where the proposed road name change affects greater than 24 properties, a public meeting will be held to address questions and concerns with mandatory attendance of the applicant requesting the change. The meeting will be the responsibility of the applicant. The Municipality of Chatham-Kent must be notified of this meeting and have representation.
- A non-response from a property owner/tenant will be considered as a “NO – not in favour of road name change”.
- Roads are only eligible to be renamed once every 10 years.
- Only the prefix of the road name is eligible to be changed – not the suffix (ie. Avenue, Street, Crescent).
- Public Notice will be given in local newspapers and on the municipal website to inform the public when the Report to Council for the Road name change will be presented for final approval by Council.

## 3.0 Criteria

Completion of the criteria listed below are required to allow the Financial Services Division - Property Management to move forward on a request to change an existing road name:

- Circulation of the petition with property owners/tenants (if available) and applicable roll numbers provided by Financial Services Division – Property Management, is to be entirely handled by the applicant requesting the road name change.

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- 100% of the property owners/tenants abutting the road with the proposed road name change must sign the petition in favour of the road name change.
- A certified cheque in the amount of \$1,500 must be attached to the returned petition to cover the Municipality's costs in changing the road name (advertising the name change, notifying all emergency services agencies, correspondence to abutting property owners and "double signing" the street). *\*Fee is subject to regular review and amendment by Council.*

### **4.0 Responsibility**

#### **4.1 Administration**

- The petition showing confirmation that 100% of abutting property owners/tenants are in favour of the road name change will be presented to Council with an accompanying report prepared by Financial Services Division – Property Management for approval by Chatham-Kent Council.
- A letter will be circulated to all affected property owners/tenants following the presentation to Council advising them of the outcome.
- Frequently Asked Question fact sheet regarding next steps for property owners/tenants will be included with the letter sent to property owners/tenants (this information will also be available on the municipal website)
- Financial Services Division – Property Management will provide notice to the municipal departments noted below when a road name change has been approved by Council
  - Public Works - Director
  - GIS
  - Accounts Receivable
  - Engineering - Manager of Infrastructure Services
  - Police Dispatch
  - Ambulance Dispatch

#### **4.2 Property Owner/Tenant**

- It is the responsibility of the property owner/tenant to update their address with the appropriate agencies at their own cost. The municipality will not bear any financial costs in relation to the changes of address required for property owners.
- Where property is occupied by a tenant it is the responsibility of the owner to ensure the road name change information is passed on to their tenant following the approval of Council.

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### Appendix A

1. Road names should not have more than 20 characters.
2. Road names should be one word; two words will be permitted if deemed appropriate by Road Naming Committee
3. Road names will never contain three or more words.
4. Road names should continue across intersections.
5. Duplicate road names will not be considered.
6. Similar sounding names will not be considered in all of Chatham-Kent, as determined by Road Naming Committee.
7. Names with spelling that leaves proper pronunciation in question shall be avoided, decided by Road Naming Committee.
8. Road names shall be simple to pronounce and understandable to the majority of residents in Chatham-Kent as decided by the Road Naming Committee.
9. Road names that are homophones will be avoided.
10. Road names that rhyme with existing road names will be avoided.
11. Road names shall avoid the use of numerals.
12. Road names will avoid the use of abbreviations (For Example, St. Clair Street).
13. Redundant street type designations are to be avoided (For example, Dovercourt Street).
14. Roads will not have the same name with a different suffix (For example, Oak Street and Oak Avenue).
15. Roads shall avoid directional prefixes (For example, West Ridge Line).
16. Where road names in a development are based on a particular theme, the names of all streets within the development will be consistent with the same theme. Major thoroughfare road names may not be based on the theme.
17. No profane or derogatory words or terms shall be used as decided by Road Naming Committee.

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18. No profane, derogatory, cumbersome, corrupted, modified or discriminatory names, from the point of view of race, sex, colour, creed, political affiliation, religion or other social factors of this nature are not acceptable.
19. Road names that could be construed as advertising a particular business shall be avoided.
20. The re-use of former road names will be avoided.
21. Road names will avoid the use of special punctuation and symbols including, but not limited to, those included in Table 1;

**Table 1**

<b>Sign</b>	<b>Definition</b>
_	Underscore
/	Forward Slash
=	Equal sign
>	Greater than
<	Less than
**	Star
++	Plus sign
(( ))	Parenthesis
::	Colon
::	Semi colon
{{}}	Brackets
...	Period
,	Comma
--	Dash
--	Hyphen
' '	Apostrophe
& &	Ampersand