

COUNTY OF SAN MATEO
Planning and Building Division

**STAFF PROCEDURE FOR PROCESSING STREET NAMING
AND STREET NAME CHANGES**

All Requests

1. Applications. A complete submittal for a street name consists of an application form to include the requested street name along with possible alternative(s), a location map, written statements of support to the extent possible from others living on the street or road, and an application fee.
2. Map Research. The assigned planner is to first examine the Thomas Brothers map and index to determine if there are similar or identical street names within 5 to 10 miles that might be confused in an emergency with the proposed street name. If a potentially confusing sounding or spelled name exists, discuss with the applicant the potential for an alternative name choice.
3. Referral for Comment. The project planner sends a referral (including map) for comment to the following agencies:

Building Inspection
Assessor's Office
California Highway Patrol
Superintendent of Schools
Local Postmaster
PG&E
Local Homeowner's Assoc.

Public Works - Roads
Sheriff's Office
County Communications Dispatch
Fire Authority
Nearby Cities
Pacific Telephone
Others as Appropriate

4. Staff Report. A brief staff report is written outlining the review process followed, any comments or concerns raised by reviewing agencies, input from property owners and residents in the vicinity, and a recommended decision based on the finding that:

The proposed street name change, as described, would assist in the effective delivery of public services and would not be detrimental to the public welfare in the subject neighborhood.

5. Notification. Notification consists of the standard agenda notice published in the local newspaper(s) and posting of the request in at least three (3) places in the affected areas a minimum of ten (10) days prior to the public hearing. The posting is the responsibility of the project planner using the form poster found in the Administrative materials file cabinet. If necessary for identifying the area affected,

a map should be attached to the poster notice. Individual notice by mail of the hearing agenda is optional and at the discretion of the project planner.

6. Private Roads. Private road naming is heard before the Zoning Hearing Officer. Following the hearing, all interested parties should receive a copy of the letter of decision. Provide both the Division Graphics Section and Thomas Bros. Inc. a copy of the new name along with a map. No resolution or recorded document is necessary for these name requests.
7. Public Roads. Public road naming is heard before the Planning Commission and the Board of Supervisors.
 - a. Notification of the Planning Commission hearing follows the instructions outlined in number 5 above. Posting is not required in advance of the Board hearing.
 - b. The Planning Commission acts on the finding listed in number 3 above and recommends that the Board of Supervisors adopt a resolution establishing the street name.
 - c. Following Board action, all interested parties should receive a copy of the letter of decision. Provide both the Division Graphics Section and Thomas Bros. Inc. a copy of the new name along with a map. The project planner posts notices in at least three (3) places in the affected area giving the Board action and the new street name. A form poster is available in the Administrative materials file cabinet.

8. Attachments:

Referral list with addresses
Sample Board Resolution

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