

Street Name Changes

Process, Check, Standards



PLANNING & DEVELOPMENT DEPARTMENT

This form is for those seeking a street name change within the City of Houston.

*There are special situations where the Street Name Change process may be used to name a new street. Read the list below indicating which process to use:

- If the street is recorded and built → **Street Name Change** process
- If the street is not built but dedicated by a separate instrument → **Street Name Change** process
- If the street is not recorded and not built → follow [Plat Tracker](#) process
- If the street is recorded and not built → follow [Plat Tracker](#) (re-platting) process

Please email any questions to PDaddressing@houstontx.gov.

Process Steps

The applicant will first submit a completed **Preliminary Check** form (page 3 of this document) to the Planning and Development Department via email at PDaddressing@houstontx.gov, or by mail to *Addressing, Planning and Development Department, P.O. Box 1562, Houston, Texas 77251-1562*.

The Department determines if the proposed street name complies with the City's *Street Naming Standards*. If the standards are met, the Department notifies the applicant that an official application for a street name change may be submitted via mail or email (same as above). If the request involves a proper name that does not qualify, there are other alternatives one may pursue to honor an individual: [Honorary Street Marker](#) or a [Sign Topper](#).

The application must contain:

Letter requesting the street name change. Addressed to: *Planning Director, Planning and Development Department, P.O. Box 1562, Houston, Texas 77251-1562*

Petition signed by a percentage of the property owners abutting the street: *75% for public, 51% for private*. If the applicant is the sole property owner, a signed petition is still required. The Department will verify ownership of the properties using HCAD numbers and confirm the percentage signature threshold has been met. *Template for petition will be provided*.

Title report certifying that all the property owners listed on the petition are current owners of record abutting the street. It must be signed by a title examiner, include a description of the subject property, and indicate that the property is vested in the property owner as of the date of the report, or within 90 days.

Payment for Application fee (per # of streets), Administrative fee (per # of streets), and # of proposal Notification letters

Current fees are published on the City of Houston Website [City-Wide Fee Schedule](#). Use search functions below for current amounts of Street Naming/Name Change fees:

- Application – **Search Keyword:** *Street Name Change - public or private street*
- Administrative – **Search:** *Planning and Development*, **Keyword:** *administrative fee*
- Notification letters – **Search:** *Planning and Development*, **Keyword:** *notification requirement*
- Street sign change – **Search Keyword:** *Street Name Change - sign assemblies*

***For private roads, applicant must also include:**

Metes & bounds written description of the property occupied by the private street or a copy of a recorded plat depicting the private street

Boundary survey map of the property occupied by the private street that has been prepared by an engineer or surveyor, shows all engineering and survey data, and accurately depicts the location of the private street, and is prepared in conformance with the official survey system described in division 2 of article III of chapter 33 of this Code

Next steps after application submittal:

- The Department reviews and verifies all the documents required in the application.
- The Department sends notification letters to abutting property owners and public agencies of the proposed street name and allows a 30-day period for comments.
- The Department prepares an RCA (Request for Council Action) and an ordinance for City Council to consider.
- City Council votes to approve or reject the proposed ordinance.
- If approved, the Department sends notifications to the abutting property owners and public agencies of the approved street name, which becomes effective 90 days after passage of the ordinance.
- For public streets, the Department will request the Traffic Management and Maintenance Division of Houston Public Works to install new street signs paid for by the applicant. For private streets, the applicant will coordinate the installation of the signs with their respective agency.

Please check this box acknowledging that you have read the **Process Steps** listed in this document.

Preliminary Check *(Please fill out)*

Date of Inquiry:

Name / Organization:

(must be an abutting property owner)

Email Address:

Phone Number:

Mailing Address:

***The application to rename a street must include the entire length of road.*
Changing only a portion of the street is not permitted.**

Current Street Name:
(if new unnamed street, leave blank)

**Intersecting Street or
Dead End:**

**Intersecting Street or
Dead End:**

Proposed Street Name:
(standards on following pages)

Please inquire with PD Addressing if application requires multiple streets.

Road ownership:
(check one)

Public

Private

Background and reason of change *(If proposed street name is a proper name, include any text, documents, or web links that describe the individual(s)):*

Street Naming Standards ([Chapter 41-22](#))

- Proper names may only be used if the individual is *deceased* and must meet the following criteria:
 - ✓ Major Thoroughfares may be used for national figures (i.e., Martin Luther King Blvd, Sgt. Macario Garcia Drive)
 - ✓ Local Streets may be used for national figures or local elected officials

- The proposed street name must not be a duplicate name of any existing street name in the city or its extraterritorial jurisdiction.
 - ✓ Use 'Street Name Check' tool to identify duplicate street names:
<https://plattracker.houstontx.gov/edrc/PSOStreetNameCheck.aspx>
 - ✓ If a street name is reserved with the City's reservation system, the name will expire in 60 days if no payment has been submitted.

- Names of existing streets may be changed only when the *entire length of street* is included in the name change.

- Street name prefixes such as North, South, East, and West may be used to clarify the general location of the street. However, such prefixes must be consistent with the existing and established street naming and address numbering system of the general area in which the street is located.

- Street name suffixes must be assigned as follows:
 - ✓ Court, Circle or Loop are reserved for cul-de-sac or loop streets.

 - ✓ Boulevard, Crossing, Crossroad, Expressway, Motorway, Parkway and Speedway are reserved for major thoroughfares or divided streets with at least 2 lanes of traffic in each direction.

 - ✓ Bypass, Highway and Freeway shall be reserved for designated highways or freeways under the jurisdiction of the Texas Department of Transportation.

 - ✓ Avenue, Drive, Road and Street shall be used only to designate major thoroughfares, major collector streets, collector streets or local streets.

 - ✓ Bridge, Fork, Lane, Oval, Passage, Path, Place, Trail and Way shall be used only to designate collector streets or local streets.

 - ✓ Tunnel shall be used only to designate streets that provide underground or underwater passage.

 - ✓ A street name suffix shall not be used as part of the street name.

 - ✓ The abbreviation of a street name suffix shall be consistent with the United States Postal Service postal addressing standards

- A Street name shall not include any typographic characters or symbols.
- A new street that is a direct extension of an existing street shall have the same name as the existing street, unless the existing street name is a duplicate street name.
- A non-public street that is a direct extension of a public street or a cul-de-sac shall not have the same name as the public street.
- Alphabetical and numerical street names may not be used except where such street is a direct extension of an existing street and is not a duplicate street name.
- A street shall not intersect with another street more than one time without an intervening name change.
- When a street changes direction by approximately 90 degrees, the street name shall change.

Street Naming Best Practices

- Street names not to contain titles of individuals (i.e., Dr, Doctor, Rev, Reverend, etc.)
- Street names to not exceed four words in the base name (not including any prefixes, suffices, or types)

Please check this box, acknowledging that you have read the
Street Naming Standards listed in this document.