



## STREET NAMING & RENAMING POLICY

### FORMS ST-1 TO ST-4

#### **DIGITAL SUBMITTALS ARE REQUIRED**

Submittals must be made digitally and must adhere to the City's [Digital Submittal Standards](#). Staff will review for compliance and completeness prior to initiating each review cycle. Applicants are encouraged to obtain prior approval for deviations and omissions from submittal requirements to ensure prompt intake and processing. Staff will advise of any need for printed plans and documents. Please contact [engineeringdivision@san-marcos.net](mailto:engineeringdivision@san-marcos.net) and/or the assigned staff with questions.

#### **NEW STREET NAME PROCEDURES & CHECKLIST**

Procedures and checklists are provided as a general guide for typical items required for new street name review and approval process:

FORM ST-1: [New Street Name Procedures](#)

FORM ST-2: [New Street Name Application](#)

#### **STREET RENAMING PROCEDURES & CHECKLIST**

Procedures and checklists are provided as a general guide for typical items required for street renaming review and approval process:

FORM ST-3: [Street Renaming Procedures](#)

FORM ST-4: [Street Renaming Application](#)

#### **HELPFUL LINKS**

[Fee Schedule](#)

[Digital Submittal Standards \(Form DS-1\)](#)

**NAMING OF NEW PUBLIC OR PRIVATE STREETS**

Prior to or concurrent with the submittal of a final map, parcel map, grading plan, or improvement plan showing any new public or private streets, the applicant must submit proposed street names to the Land Development Division in accordance with the following procedures:

- 1) In accordance with the City's digital submittal standards, the applicant shall provide the following:

<i>Required</i>	<i>New Street Name Submittal Items</i>	
<input type="checkbox"/>	1	Complete New Street Name Application Form ST-2 with new street name choices
<input type="checkbox"/>	2	24" x 36" site plan of with each new street clearly marked with identifying street names choices
<input type="checkbox"/>	3	CAD file of site plan with only the outline of new streets and newly created lots/parcels
<input type="checkbox"/>	4	8.5" x 11" vicinity map

- 2) The applicant must provide three (3) different street name choices for each new street to be named.
- 3) Street names must avoid potential naming conflicts with existing street names. Potential street name conflicts may include:
- Street names which are identical or are very similar to existing street names within City limits and within a 7-mile radius from City limits;
  - Very similar names which may include those streets that differ only in delineator or those which sound very close (e.g. Long Way & Wrong Way; Short Ave. and Short Drive)
  - Names longer than three (3) words or, more than 15 letters including street delineator (e.g. Too Many Words Court, or Caminito de Los Baños)
  - Spanish names which may be too easily misread or hard to pronounce (e.g. Caminito Avenida Callajon). Spanish translations are as follows:  
Calle or Caminito = Street  
Camino = Major Street
- 4) Use the following street delineators:
- North-South orientation = Drive or Street
  - East-West orientation = Road or Avenue
  - Cul-de-Sac or Dead End = Court, Place, or Way
  - Street less than 150-feet = Lane or Terrace
- 5) Within 30 days of receipt of the complete street name submittal package, the City's Street Naming Committee will review and rate each street name choice from one (1) through three (3), with one (1) being most preferred and three (3) being least preferred. The Street Naming Committee consists of:
- Building Official, Building Division
  - Fire Marshal, Fire Department
  - City Engineer, Engineering Division
  - Planning Director, Planning Division
  - Local Postmaster, United States Postal Service (USPS)
- 6) Upon selection of the new street name and notification to the applicant/developer, all final engineering plans shall properly document and label each street in accordance with its new street name.



## NEW STREET NAME PROCEDURES

FORM ST-1

- 7) Prior to building permit issuance, street address number(s) shall be assigned by the City's Building Division. The Building Division requires a spreadsheet of all new lots and condominium units being created with each new street name for addressing. The following is a template on the spreadsheet:

Lot No.	Condominium Unit No.	Assessor's Parcel No.	Address No.	Street Name
1	1			Street 'A'
1	2			Street 'A'
1	3			Street 'A'
2	1			Street 'B'
2	2			Street 'B'
2	3			Street 'B'
2	4			Street 'C'
2	5			Street 'C'

- 8) Once the spreadsheet has been compiled and approved, the Developer/Applicant will receive the completed spreadsheet. At the time the San Diego County Assessor's Office has provided new APN assignments, this spreadsheet will include those APNs.
- 9) The Building Division will notify the following agencies of the new street name and addresses:

### LIST OF ALL AGENCIES TO BE NOTIFIED

<b>United States Postal Service</b> <ul style="list-style-type: none"><li>San Marcos Postmaster</li><li>Management Systems</li><li>Operations Support Specialist</li></ul>	<b>City of San Marcos</b> <ul style="list-style-type: none"><li>Public Works Department</li><li>GIS Program Manager</li><li>Fire Department</li></ul>	<b>San Diego County</b> <ul style="list-style-type: none"><li>Assessor's Office</li><li>Sheriff's Department</li><li>Emergency Services Dispatcher</li><li>Sheriff's Communication Center</li><li>Registrar of Voters</li></ul>
<b>San Diego Gas &amp; Electric</b> <ul style="list-style-type: none"><li>Special Services</li><li>Address Coordinator</li></ul>	<b>Buena Sanitation District</b>	<b>Vista Irrigation District</b>
<b>Vallecitos Water District</b>	<b>Cox Communication</b>	<b>AT&amp;T</b>
<b>SANDAG</b>	<b>EDCO</b>	<b>Border Communications Center</b>

**In the event that a new street name causes re-addressing of existing property addresses for emergency services purposes, the affected property owners will be notified as follows:**



## NEW STREET NAME PROCEDURES

FORM ST-1

- 1) The applicant/developer must inform and should seek input from existing property addresses and property owners on potential new street names during the entitlement application process. Prior to deeming the entitlement application complete or scheduling of Planning Commission hearing, whichever occurs first, the applicant/developer must provide to City staff evidence of outreach to property owners on new street name choices and any responsive input from the property owners on street name choices including consent from over 50% of affected property owners.
- 2) The Applicant/Developer must submit both New Street Name and Street Renaming applications and is subject to procedures and steps as outlined in Form ST-1 above and Form ST-3 below.



## STREET NAME APPLICATION

FORM ST-2

PAGE 1 OF 2

### APPLICANT INFORMATION

**APPLICANT NAME:**

**COMPANY:**

**ADDRESS:**

Number/P.O. BOX

Street

Suite (if applicable)

City

State

Zip Code

**PHONE #: (     )**

**CELL PHONE #: (     )**

**E-MAIL:**

### PROJECT INFORMATION

**PROJECT NAME:**

**PLAN CASE NO.:**

**PROJECT ADDRESS:**

Number/P.O. BOX

Street

Suite (if applicable)

**ASSESSOR PARCEL NUMBER:**

**NUMBER OF NEW STREETS TO BE NAMED:**

### PROPERTY OWNER INFORMATION

**OWNER NAME:**

**COMPANY:**

**ADDRESS:**

Number/P.O. BOX

Street

Suite (if applicable)

City

State

Zip Code

**PHONE #: (     )**

**CELL PHONE #: (     )**

**E-MAIL:**

### APPLICANT SIGNATURE AND ACKNOWLEDGEMENT

I hereby acknowledge that I have read the instructions provided and all information provided is correct. I agree to comply with all federal, state, and city laws, ordinances, regulations and policies relating to the new street name(s) being processed. I understand and acknowledge that I am fully responsible for garnering all approvals and application for new street name(s).

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant



## STREET NAME APPLICATION

FORM ST-2

PAGE 2 OF 2

	Name Choice #1	Name Choice #2	Name Choice #3
<b>Street 'A'</b>			
Committee Rate			
<b>Street 'B'</b>			
Committee Rate			
<b>Street 'C'</b>			
Committee Rate			
<b>Street 'D'</b>			
Committee Rate			
<b>Street 'E'</b>			
Committee Rate			
<b>Street 'F'</b>			
Committee Rate			
<b>Street 'G'</b>			
Committee Rate			
<b>Street 'H'</b>			
Committee Rate			
<b>Street 'I'</b>			
Committee Rate			
<b>Street 'J'</b>			
Committee Rate			
<b>Street 'K'</b>			
Committee Rate			
<b>Street 'L'</b>			
Committee Rate			
<b>Street 'M'</b>			
Committee Rate			

**RENAMING OF PRIVATE STREETS**

In accordance with City Council Resolution 2025-#### effective on June ##, 2025, the street renaming procedures are outlined as follows:

- 1) The applicant must be a property owner on the street proposed to be renamed in order to initiate the Street Renaming application process. In accordance with the City's digital submittal standards, the applicant shall provide the following to the Land Development division:

<i>Required</i>	<i>Street Renaming Submittal Items</i>	
<input type="checkbox"/>	1	Payment of street name change fee and postage for two sets of notifications for all affected property owners
<input type="checkbox"/>	2	Complete Street Renaming Application Form ST-4 with street name choices
<input type="checkbox"/>	3	24" x 36" (or 11" x 17") aerial exhibit of all properties labeled with addresses and APNs affected by the street name change
<input type="checkbox"/>	4	List of all affected properties with property addresses, APNs, property owner(s) name, and mailing addresses.
<input type="checkbox"/>	5	8.5" x 11" vicinity map
<input type="checkbox"/>	6	Signed consent form from more than 50% of the affected property owners
<input type="checkbox"/>	7	Proof of applicant's property ownership (Copy of Grant Deed or Title Report)

- 2) Over 50% of the affected property owners must give their consent for the street renaming application to be considered by City staff. Use the [template Consent Form](#) below when obtaining property owner consent and signatures.
- 3) The applicant must provide three (3) different street name choices for the street to be renamed.
- 4) Refer to [Form ST-1 steps 3 and 4](#) above for street name criteria.
- 5) Within 30 days of receiving the street renaming submittal, the City's Street Naming Committee will review and rate each street name choice from one (1) through three (3), with one (1) being most preferred and three (3) being least preferred. The Street Naming Committee consists of:
  - Building Official, Building Division
  - Fire Marshal, Fire Department
  - City Engineer, Engineering Division
  - Planning Director, Planning Division
  - Local (San Marcos) Postmaster, United States Postal Service (USPS)
- 6) Upon selection of a street name, City staff will set a time and date for an administrative hearing and notify all affected property owners and agencies listed below 30 calendar days in advance of the administrative hearing date.
- 7) The City Engineer is the approving body for purposes of street renaming. Decision by the City Engineer will be made by administrative resolution.
- 8) The street renaming decision may be appealed to Planning Commission within 10-days after the administrative hearing date.



- 9) Upon appeal, decision by Planning Commission will constitute the final City determination with respect to name changes.
- 10) After the 10-day appeal period has ended, a copy of the approved administrative resolution will be provided to all affected property owners and the agencies listed above:

### RENAMING OF PUBLIC STREETS

In accordance with City Council Resolution 2025-#### effective on June ##, 2025, the street renaming procedures are outlined as follows:

- 1) Follow Form ST-3 Steps 1) through 5) above.
- 2) Upon selection of a street name, City staff will notify all affected property owners and agencies listed below at least 30 calendar days in advance of the scheduled Planning Commission hearing date.
- 3) Planning Commission is the approving body of the renaming of a public street and said Planning Commission decision will constitute the final City determination with respect to name changes.

### CITY COUNCIL APPROVAL

Without following the procedures required by this policy, the City Council may directly approve a street name change when such change is due to overriding emergency response, safety, or other significant and compelling circumstances.





# STREET RENAMING APPLICATION

FORM ST-4

## APPLICANT-PROPERTY OWNER INFORMATION

APPLICANT NAME:

COMPANY:

PROPERTY ADDRESS:

Number/P.O. BOX

Street

Suite (if applicable)

MAILING ADDRESS:

Number/P.O. BOX

Street

Suite (if applicable)

City

State

Zip Code

PHONE #: ( )

CELL PHONE #: ( )

E-MAIL:

## STREET INFORMATION

EXISTING STREET NAME:

NUMBER OF PROPERTIES ON STREET TO BE RENAMED:

STREET NAME CHOICES: #1

Committee Rate:

#2

(City use only)

#3

## APPLICANT SIGNATURE AND ACKNOWLEDGEMENT

I hereby acknowledge that I have read the instructions provided and all information provided is correct. I agree to comply with all federal, state, and city laws, ordinances, regulations and policies relating to the street renaming being processed. I understand and acknowledge that I am fully responsible for garnering all approvals and application for street renaming.

Applicant-Property Owner Signature

Date

Printed Name of Applicant-Property Owner



## STREET RENAMING APPLICATION

FORM ST-4

### LIST OF ALL AFFECTED PROPERTIES

PROPERTY OWNER NAME	ASSESSOR'S PARCEL NO.	PROPERTY ADDRESS	MAILING ADDRESS
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			
12)			
13)			
14)			



**STREET RENAMING CONSENT FORM**

Date: \_\_\_\_\_

To: City Engineer

1 Civic Center Drive

San Marcos, CA 92054

Via email: [engineeringdivision@san-marcos.net](mailto:engineeringdivision@san-marcos.net)

From:

Property Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

I, \_\_\_\_\_, property owner of \_\_\_\_\_ consent to the Street Renaming Application for street name \_\_\_\_\_. I have reviewed the three (3) street name choices of:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

I do not object to any of these street name choices for the Street Renaming Application. I understand that if the Street Renaming Application is approved that my property address will change. Furthermore, I understand that the approval of the Street Renaming Application may affect my property address and I'm solely responsible for updating any associated documents, contact information, and/or governmental and/or personal records with my new property address.

\_\_\_\_\_  
Property Owner Name (print)

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
Date