

## Procedure for Changing a Street Name

The following steps are required to change a street name:

- 1) Prepare a letter requesting to change the name of a street:
  - a. Include the current name and the proposed name of the street. To avoid duplication, please email your suggestions to [addressing@pima.gov](mailto:addressing@pima.gov).
  - b. Include the location of the street: township, range and section. If the street is in a subdivision, please indicate the subdivision name and recorded book/pg.
- 2) Prepare a map showing the location of the street. List all the parcels next to the street. Identify each parcel by parcel owner and parcel (tax code) number.
- 3) If the street is not in a subdivision, please include the recorded legal ingress/egress of the street. In most cases, streets or easements are described in your deed.
- 4) You may do one of the following:
  - a. Complete the attached petition. You must obtain a minimum of 51% of all property owners' signatures to submit the application.
  - b. Submit a signed letter from each property owner. Again, 51% of the property owners must approve of the proposed name. The letter must include each property owner's parcel number.
- 5) Either email, mail or hand-deliver the materials to Pima County Development Services, 1<sup>st</sup> Floor, 201 North Stone Avenue, Tucson AZ 85701-1207

If there are no objections to the proposed street name from any of the property owners, we will proceed with the street naming process. If you have any questions, please call 724-9512.

### Foreign Language Review

A notarized affidavit of review compliance from a qualified street name reviewer is required for all foreign names. The qualified street name reviewer must submit to Pima County Development Services evidence of a degree with a major in the language being reviewed, from a four-year college or university.

Pima County does not endorse any of the following suggested avenues for obtaining a reviewer. The list is merely a means for you to garner bids for language review for your proposed street name.

- Marketing Communications. 295 North Meyer #2. Tucson AZ 85701 (520) 882-2855
- Linguistics Department University of Arizona (520) 621-7216



## Street Name Foreign Language Review Form

Language: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Location of street:

Township \_\_\_\_\_ S, Range \_\_\_\_\_ E, Section \_\_\_\_\_

The street name reviewer will assure correct usage and reasonable meaning consistent with the language used. The review will include:

- Correct spelling
- Proper gender and number
- An appropriate article
- Reasonable meaning
- "Polite" meanings
- Same language wording (avoid mixing languages)
- Proper use and placement of diacritical marks

Street Name	Language	Translation

The above street name(s) has been reviewed per Pima County Development Services standards, and I certify that the name is correct as indicated.

Name of Reviewer: \_\_\_\_\_

Signature: \_\_\_\_\_

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

