



CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

DATE RECEIVED: _____
RECEIVED BY: _____

STREET NAME CHANGE OFFICIAL APPLICATION FORM (FOR ADMINISTRATIVE REVIEW)

REQUEST

Existing Street Name: _____ Proposed Street Name: _____

Street Location: _____

Reason for Change: _____

Street Name change starts at: _____ and proceeds to _____

Length of Street Name Change: _____ feet

Intersecting streets where a new street name sign will need to be changed:

- A. _____ B. _____ C. _____
D. _____ E. _____ F. _____

AGENT/REPRESENTATIVE INFORMATION

Name: _____ Company Name: _____

Address: _____ Phone No.: _____

Fax No.: _____ Email Address: _____

Who will be responsible for all cost incurred relating this request? _____

ADJACENT PROPERTY OWNER'S INFORMATION

****PLEASE NOTE THAT THIS STREET NAME CHANGE APPLICATION REQUIRES 100% OF ADJACENT PROPERTY OWNERS TO SIGN IN AGREEMENT TO THE CHANGE.**

I (We), as adjacent property owners to the above described street hereby authorize the filing of this application and the above named agent/representative to act on my (our) behalf. I (We) understand that responsibility for all cost incurred relating this request is ultimately that of the property owners effected by this street name change request.

Owner Name (Print): _____ **Address:** _____

Phone No.: _____ **Email Address:** _____

Signed: _____ **Date:** _____

Owner Name (Print): _____ **Address:** _____

Phone No.: _____ **Email Address:** _____

Signed _____ **Date:** _____

Owner Name (Print): _____ **Address:** _____

Phone No.: _____ **Email Address:** _____

Signed: _____ **Date:** _____

(Please add sheets to this application as needed for additional signatures)

CITY OF GERMANTOWN

STREET NAME CHANGE APPLICATION CHECKLIST

Street Name Change Application and the required materials shall be submitted to the Department of Economic and Community Development for review after receiving an approval for the proposed changes from MLGW. Applications will not be accepted if all material required is not included with the submittal.

CHECKLIST FOR SUBMITTING STREET NAME CHANGE APPLICATION

- 1. COMPLETED APPLICATION FORM**
- 2. LOCATION MAP AND INFORMATION**
 A map showing the subject street and the names of surrounding landowners
- 3. DEVELOPMENT PLAT FOR RE-RECORDING**
 The mylar of the most current recorded development plat that reflects the new street name, all adjacent property owner's notarized signatures, and a re-recording note that explain why this plat is being re-recorded
 A re-recording check in the amount of \$17 made payable to the Shelby County Register Office
- 4. STREET NAME CHANGE APPROVAL FROM MLGW**
 A letter or other documentation of approval from MLGW with a receipt that reflect that all their required fees have been met to their satisfaction.
- 5. NEW SIGN BLADE(S) FEE**
 A fee of \$45 per sign blade is required to change street sign(s) along the newly named street. Make check payable to City of Germantown.
- 6. APPLICATION FILING FEE**
 A non-refundable check in the amount of \$200.00. Made payable to the City of Germantown

ADMINSTRATIVE APPLICATION PROCESS:

1. Applicant should contact the Planning Department of the Economic and Community Development (ECD) Office at 1920 South Germantown Road to discuss the requirements for seeking a street name change and to obtain a copy of the required application form.
2. Applicant should make application to MLGW for a street name change approval and pay all applicable fees. Documentation of MLGW's approval and fee payment must be attached to the City of Germantown's Street Name Change Application upon submission.
3. Applicant should fill out application form and have it signed by all adjacent property owners. (Please note: 100% of property owners adjacent to the street must sign the application in agreement to the street name change or the application will not be accepted).
4. Applicant should submit the application and all required materials and documentation to the Planning Department for review and approval.
5. The ECD will review the request and process the documents to coordinate the official street name change with other City Departments as required.
6. The ECD will re-record the revised development plat to reflect the new street name and a copy will be returned to applicant.
7. Applicant will be notified by the ECD of the effective date of the official street name change, including the date the new street sign blade(s) will be installed by the City.

TO BE COMPLETED BY STAFF: Application Submittal Complete (Circle One) Yes No

Comments: _____

***ALL APPLICATIONS MUST BE SUBMITTED IN PERSON AND THE SUBMITTER MUST RECEIVE A RECEIPT FROM STAFF**