CITY OF VALLEJO

Central Permit Center

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STREET NAME GUIDELINES

NEW STREETS

What are the costs involved with processing a street naming?

In general, the cost to name a street will be included in the subdivision/project engineering fees, based on City of Vallejo Fee Schedule.

Who proposes new street names?

The developer/subdivider proposes street names. The developer / subdivider must submit more names than required so that after name screening enough names left to use for the project streets.

Who else needs to approve the name change?

After initial screening by Engineering Staff the staff will then submit the proposed names to the Post Office, Fire Department and Police Department for review and approval.

Who select names from approved list of names?

After Post Office, Fire Department, and Police Department approve the proposed street names then developer/subdivider will chose required number of street names from the approved list.

Does City Council need to give final approval?

Yes, the developer/subdivider will name the new streets from the approve list. The new names appear on the subdivision map. Public Works will then prepare an agenda item for the City Council to approve the subdivision map including the new street names on it.

When will the new street name becomes an official name?

After approval of the subdivision map by the City council the subdivision map gets recorded in Solano County Recorder Office and the new street name becomes an official street name. When the subdivision streets are built the new street names will be installed by the developer.

Who will assign street numbers?

After approval of the subdivision map Engineering Staff will assign street numbers to the lots on an Address Map in accordance with the established rules and procedures.

The Engineering will then distribute the address map to all city, county and state departments concerned, as well as the Post Office and local utility offices in Vallejo as part of the notification of street naming and address assignment.

EXISTING STREETS

What are the costs involved with processing a street name change?

Please refer to the most current City of Vallejo Fee Schedule.

Must I get approval from my neighbors?

Yes, upon receipt of the street name change processing fee, the City will provide you with a list of effected property owners, whose property has (current street name) frontage, for their approval.

You must obtain the signatures of at least 50% of the effected property owners on a petition to continue with the name change request. It is recommended that you endeavor to obtain more than the required 50% in case some petition signers change their minds and request their names be removed from the petition for approval.

Who else needs to approve the name change?

Upon receipt of the required signatures for approval the City will then submit the name change request to the Post Office, Fire Department and Police Department for review and approval.

Does City Council need to give final approval?

Yes, if the Post Office, Fire Department, and Police Department approve the name change Public Works will then prepare an agenda item for the City Council to approve the name change. At this time Public Works will also notify all effected property owners of the date, time and location that the City Council will consider approval of the name change.

When will I be notified of the name change?

After approval by the City council all affected property owners, utility companies and public agencies will be notified by public works of the approved street name change. You will also be notified of the approximate time when public works maintenance crews will change the street name signs to the new street name.

What if I want to change my street number as well?

If you will also be requesting that a street numbering (street address) change occur simultaneously with the street name change you will need to submit a non-refundable fee of $580 to the City of Vallejo for processing the street numbering change. Upon receipt of the street numbering change-processing fee, Public Works will review the appropriateness of the requested street number. If the requested street number is an appropriate street number for your parcel, public works will notify all city, county and state departments concerned, as well as the Post Office and local utility offices in Vallejo as part of the notification of street name change.

How long does it take to process a street name change?

The minimum time frame to complete the entire process for a street name change is approximately 90 days from the date of application. This time may vary significantly depending upon the timeliness with which the applicant submits the required fees and obtains the necessary signatures for approval.

What if I need more information?

For further information please contact the City of Vallejo Central Permit Center at:

2nd Floor, City Hall, 555 Santa Clara Street, Vallejo, CA 94590

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