





Administrative Policy

| Title: Street Name Processing and Guidelines | | | | |
|---|----------------------------------|----------------------|--|---|
| Administered By: Public Works | | | | |
| New Policy No. | Issue Date (Last Revised) | Renumber Date | Department Head Approved | City Manager Approved |
| 09100.507 | UNKNOWN (N/A) | 01-03-17 |  |  |

This Policy had been issued without a known Policy Number. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

**Attachment: Policy (UNKNOWN #)
Issued: UNKNOWN
Revised: N/A**



STREET NAMES PROCESSING & GUIDELINES (Public Counter)

PROCEDURE:

- ✦ Prior to submittal of any street name, Developer/Engineer shall obtain a list of pending/preferred names from the Public Works Department's Subdivision Engineering Section, in compliance with City Council action of May 3, 1995. If all names from this list have been used and no other names are pending, this requirement may be skipped.
- ✦ Developer/Engineer shall utilize at least one of the names from the preferred name list. The remainder of names can be assigned by the developer in accordance with the following guidelines:
 1. Developer/Engineer submits two (2) sets of street names and an index map showing three (3) choices of names for each proposed street to the Public Works Department. This must be done along with first check submittal. Preferred name shall be indicated as such.
 2. The Public Works Subdivision Engineering Section checks for compliance with policy and transmits the list of names to the Fire Department.
 3. Fire Department reviews and approves the names and returns the list to Public Works.
 4. Public Works forwards names list to Developer/Engineer and requests additional names and/or desired approved choices.
 5. When map records, recorded names are logged in "City's Official Street Names List."
 6. Street names shall comply with the following guidelines:
 - a. This policy applies to both public and private streets.

- b. Use more varied street names throughout the City and do not repeat the same prefix names with different suffix names. It is better to have another name than for emergency personnel to be unsure of a location.
- c. Street names should not be overly long or difficult to pronounce.
- d. Duplicate names, such as "Temescal" and "Old Temescal" shall not be permitted
- e. All cul-de-sacs should be names "_____ Circle." No other street type shall be called a "Circle." This shall be applied to cul-de-sacs at the end of long streets (see sketch).
- f. Street names shall terminate at the middle of knuckles (A/2).
- g. "Avenue" shall only be used for Major and Secondary streets.
- h. Use of "Boulevard" is not permitted.
- i. Names already in use, or similar to ones in use, in the City or bordering communities (i.e. Norco, Coronita, El Cerrito, Home Gardens, or East Vale County area) may not be used.
- j. Check with the Public Works Department and Fire Department for reserved or tentatively approved but not published names.
- k. No street name is permitted to begin or end with North, South, East, or West (i.e. Westbrook).

Sketch for 6-e: