

County of San Bernardino Department of Public Works

PROCEDURES FOR RENAMING OF COUNTY ROADS

Street Name Change per California Streets and Highways Code Section 970.5

1. Receive a Request
2. Traffic Investigation
 - a. Include check of any historical significance.
3. Notification of the Name Change
 - a. Traffic Division to send notification of DENIAL to requestor if it does not meet the County Guidelines (attached) in establishing the street name change.
 - b. Road Commissioner considers proposals.
 - c. Traffic Division to send notification of polling to the property owners. (Exhibit "A")
 - d. Traffic Division to coordinate with Fire and Land Use Services Departments.
 - e. Highway Planning Technical Committee (HPTC) meets for recommendation.
 - f. Road Commissioner to notify Board of Supervisor's staff and Clerk of the Board of Name Change at least fourteen (14) days in advance of the scheduled public hearing. (Exhibit "B")
4. Road Commissioner to SCHEDULE Public Hearing
 - a. Department posts Notification of Public Hearing to Residents and Property Owners (date, time, and place) (Exhibit "C")
5. Posting Notice
 - a. At least ten (10) days prior to the date set for the public hearing.
 - b. At least three (3) public places along the street or streets affected. (Exhibit "C")
 - c. Declaration of Posting to be filled out by Yard Personnel and returned to Traffic Division. (Exhibit "D")

6. Road Commissioner to CONDUCT Public Hearing
 - a. Road Commissioner, or his/her designee, considers proposal, objections at the public hearing, and makes final determination to adopt or not adopt the name change. (Exhibit "E")
 - b. Record the hearing.
 - c. Prepare minutes of hearing.
 - d. Attendance: Board of Supervisor's Field Representative; appropriate Assistant Director; Deputy County Counsel; Chief of Traffic Division and Traffic Division Secretary.
7. Road Commissioner notifies the following of the Street Name Change:
 - a. Fire Department
 - b. Land Use Services Department – Planning & Building and Safety
 - c. Sheriff
 - d. Geographic Information Management System (GIMS)
 - e. 911
 - f. Public Utilities: Water District, Gas, Power, Cable TV, and Refuse
 - g. Assessors
 - h. Registrar of Voters
 - i. County Communication Services
 - j. Public Works Department – Surveyor Division
8. Department of Public Works to install the new street signs on County Maintained Roads.
9. Department of Public Works sends Order of Street Name Change to the Clerk of the Board who is directed to send a certified copy of the Order to the Assessor's Office to make the name change to the Assessor's maps and database.
10. Traffic Division to prepare annual report for the Name Change Order for the Board of Supervisors officially designating the new name for such road.

Guidelines in establishing the Street name change

1. Two-thirds of the affected property owners agree to the name change unless, in the interest of public safety, the Road Commissioner determines that a name change should or should not be made.
2. The name change will establish or enhance the public good for safety and emergency responses.
3. Use of personal or private names may be used only if they are U.S. Presidents, eminent world leaders, or distinguished individuals.
4. Personal or private names other than mentioned in No. 3, must have some historical significance to the community.
5. It is recommended to maintain the same road name between two roads on the same alignment.
6. Non-maintained County roads are subject to the same guidelines as maintained roads.
7. Roads with the same name, but different suffix, should not parallel each other.

Exhibit "A"

(DATE)

«Name_1»

«Address_Line_1»

«City», «State» «ZIP_Code»

File: Yard #/(Street name)

RE: «APN_»

Dear «Name_2»:

(Requestor's name) has petitioned the County of San Bernardino to change the name of (Street Name) to (Proposed Name).

The Department of Public Works is requesting input from the property owners who will be affected by this change. Please mark your response and return the bottom portion of this letter in the enclosed envelope. Property owners who do not respond will be counted as being in agreement to the proposed name change. Any non-returned response will reflect that you are in agreement to this name change and do not wish to respond. If you wish to include a written response, please use a separate sheet along with the response below. Please return your response by (date to respond back by).

Should you have any questions, regarding this matter, please contact the undersigned at (909) 387-8186.

Sincerely,

Jacob Y. Babico, P.E.
Chief Traffic Division

JYB:mac

Please mark the box that reflects your response to change the portion of (current name) from (boundary of the street), to "(proposed name)", and return in the enclosed envelope by (date).

I am in agreement to this change

☐

I am in disagreement to this change

☐

Please Print Your Name

«APN_»

Signature

Exhibit "B"

INTEROFFICE MEMO

DATE :

PHONE: (909) 387-8186

FROM: VANA R. OLSON, Director
Department of Public Works

MAIL CODE: 0835

TO: BOARD OF SUPERVISORS

File:



SUBJECT : NOTICE OF PUBLIC HEARING: NAME CHANGE OF

The Department of Public Works received a written request on (date of request) from (person requesting change) to change (street name), which is recorded on (Tract/parcel #) in (book and page) with the Office of the County Recorder, to (proposed street name).

On (date letters were mailed), letters and response forms were mailed to (#) property owners who would be affected by the proposed name change. (#) property owners indicated support for the proposal. (#) property owners indicated opposition to the proposal.

Since two-thirds of the property owners indicate support, County of San Bernardino Road Commissioner Vana Olson or her designee will conduct a public hearing at (time) on (date) at (location) to make a final determination on the proposal to change (current street name) to (proposed name) pursuant to the January 15, 2008. Resolution No. 2008-009.

Attachment – Map

cc: Dena Smith, Clerk of the Board

Exhibit "C"

**SAN BERNARDINO COUNTY
NOTICE OF HEARING FOR STREET NAME
CHANGE
(DATE of Hearing)
(Time of Hearing)**

NOTICE IS HEREBY GIVEN that the Road Commissioner of the Department of Public Works, County of San Bernardino, will conduct a public hearing on (Date of public hearing) at (time), pursuant to Resolution No. 2008-009, to hear, consider and determine whether to adopt the proposed name change of **(Current name) to (Proposed name)**, (Area) area

(CURRENT NAME) TO (PROPOSED NAME)

SAID MEETING will be conducted in the Hearing Room at the Department of Public Works Building, 825 E. Third Street, San Bernardino, California, where all interested persons may be present and be heard.

Any questions regarding the hearing should be addressed to the Department of Public Works, 825 E. Third Street, San Bernardino, California, CA 92415-0835. (909) 387-7906.

Vana R. Olson, Road Commissioner

Exhibit "D"

DECLARATION OF POSTING

STREET NAME CHANGE

STATE OF CALIFORNIA)
) ss.
COUNTY OF SAN BERNARDINO)

I hereby declare that I am a citizen of the United States and of the State of California, over the age of 18 years; that at the request of the Road Commissioner of said County and State, on the ____day of _____, 20____, I did securely post in at least three public locations along the street or streets proposed to be affected , at least 10 days prior to the date set for hearing, (insert the date), the **"NOTICE OF HEARING ON STREET NAME CHANGE,"** a copy of which is attached hereto.

I declare under penalty of perjury under the laws of the state of California that the foregoing is true and correct.

Executed on _____ at _____,
California.

STREET:

DATE OF HEARING:

TIME OF HEARING:

Exhibit “E”

ORDER ON ADOPTION OF STREET NAME CHANGE

HEARING DATE:

WHEREAS, Section 970.5 of the Streets and Highways Code requires the Board of Supervisors of San Bernardino County to hold a public hearing to determine whether (Insert street name) should be changed to (Insert proposed street name),

WHEREAS, the Board of Supervisors of San Bernardino County by Resolution 2008-009 of January 15, 2008 authorized the Road Commissioner of the County of San Bernardino or her designee to hold a public hearing to hear the proposal, and to consider and determine whether to adopt the proposed street name change pursuant to Section 970.5,

WHEREAS, notice of this public hearing was posted 10 days prior to the public hearing date pursuant to Section 970.5, as reflected in the attached Declaration of Posting Street Name Change, and

WHEREAS, a public hearing was held on (date and time), at 825 E. Third Street, San Bernardino, California, 92415, and the designated County officer heard and considered a proposal and objections to change the name of (Insert street name).

THEREFORE, it is hereby found and ordered that (new street name), originally designated or recorded as (old street name), per (recorded information, Book and page(s)) in the Auditor/Controller-Recorder’s Office of San Bernardino County, State of California, is hereby adopted (should not be adopted) and shall be hereafter known by such approved name,

It is further directed that this Order approving this new street name be filed with the Clerk of the Board of Supervisors and the Clerk of the Board is directed to send a certified copy of the Order to the Assessor’s Office to make the name change to the Assessor’s maps and database.

VANA R. OLSON
Road Commissioner