



## Memorandum

From: Montgomery County Planning Department  
Subject: Process to Review Street Names

To Whom It May Concern

Changes to existing street names may be permissible with support from affected residents and property owners and with approval from the Maryland-National Capital Park and Planning Commission - Montgomery County Planning Department. While most street name change requests are based on improving the functioning of the street, such as to ensure the more efficient delivery of mail, goods, and services, there may be other reasons to request a change. The process to make that request includes a petition of residents who would be affected by the change in name.

The Montgomery County Planning Board approved the “Addressing and Street Naming Guidelines and Procedures Manual for Montgomery County Maryland” in 2014. The manual provides the requirements and guidelines for naming new public and private streets (pg. 7-8,) and for requesting a change to an existing street name (pg. 15). To request a street name change, residents need to coordinate the production of a package of information that includes the following, as applicable:

1. A statement indicating how the public interest will be served by the proposed change.
2. A statement indicating the specific problem or confusion caused by the existing street name.
3. A petition including a list of all residences and businesses that would be required to change their address if the street name is changed, as well as signatures affirming their consent to have the street name changed. Corner properties are to be included in the petition request regardless of address, and any property address not accompanied with a signature will be considered opposed to the proposal.
4. Information indicating any historical significance connected to the existing street name.
5. Proof of notification of any citizen/civic or homeowner associations within a 1 mile radius.

Persons requesting the change will need to canvas all affected residents and business owners, and collect the signatures (and associated addresses) of those who support the proposed name change. If an absent property owner cannot be reached, the Planning Department’s Information Desk can help provide sources of publicly available information for petitioners to determine the mailing address of absentee property owners. If absent owners cannot sign a physical petition, an original signed and notarized letter of support is also acceptable. The petitioner will need to collect the signed affidavits from the absentee owners before submitting the change request.

All the information required above must be submitted to the Montgomery Planning Department for review. Affected property owners are welcome to suggest a new street name with the

application, but the Planning Department reserves the right to choose the final street name based on the protocols established in the Manual. It is the responsibility of the petitioner requesting the street name change to collect the necessary information and submit it to the Planning Department.

In the event that residents do not unanimously approve of the name change, the petitioner may ask the Planning Board to hold a hearing on the request. The decision of the Board is final.

If a street name change is approved, M-NCPPC will notify all affected residents and property owners of the new street name(s) and new address assignments. The M-NCPPC will notify certain agencies of the address change including the Postal Service and Fire and Rescue (See page 19 of the Manual). However, residents, tenants, and property owners are responsible for notifying the Maryland Department of Motor Vehicles, utility companies, banks, credit card companies, subscriptions, mortgage companies, insurance companies, etc. of the address change. The complete list of owner responsibilities for notification can be found in the Manual on pages 19 & 20.

The Addressing and Street Naming Manual is available on our website at:

[http://www.montgomeryplanning.org/development/about/documents/Address\\_Manual\\_Final.pdf](http://www.montgomeryplanning.org/development/about/documents/Address_Manual_Final.pdf)