

**CITY OF BOWLING GREEN
PUBLIC WORKS DEPARTMENT
1011 COLLEGE STREET
BOWLING GREEN, KY 42101
Phone: (270)393-3628 Fax: (270)393-3050**



**APPLICATION FOR STREET/ROAD
NAME CHANGE**

Instructions: Complete Section I and requested documents and submit with the application fee to the above location. (Please Type or Print)

Section I

Applicant(s) Name: _____

Applicant(s) Mailing Address: _____

Applicant(s) telephone number: _____

Existing Name of Street / Road: _____

Proposed Street / Road Name: _____

Reason for the Street / Road name change: _____

How many individual properties along the Street/Road will the change affect? _____

How many street name signs along the Street/Road will the change affect? _____

Documentation Required at Time of Application:

- List of all property owners who are addressed off of the street/road to be renamed, their mailing address and required information per the attached form. (*Abutting Property Owner List is attached*)
- A map/sketch of the street/road to be renamed showing its length and the number and location of signs affected.
- Application Fee: _____ (\$25 application fee plus \$100 per sign for replacement costs)

Make check payable to: **City of Bowling Green**

SIGNATURE OF APPLICANT(S)

DATE

Section II

When the application in Section I and required documents are obtained and complete:

1. The City of Bowling Green Public Works Department staff will submit the proposed street/road name to the City-County Planning Commission for preliminary approval. The purpose of this step is to ensure that the proposed street/road name is not already in use within the City limits, is approved by E911 services, and that it is consistent with Planning Commission street naming conventions.
2. The Public Works Department will notify the applicant of the preliminary approval/disapproval. If approved, the applicant is then responsible for completing the attached *Street/Road Name Change Petition*.
3. The applicant submits the completed petition signed by 50% or more of the abutting property owners (those directly affected by the street/road name change) to the Public Works Department. If 50% or more can not be obtained then the street/road name change request is denied.
4. The Public Works Department reviews the application and submits a recommendation of approval to the City of Bowling Green Board of Commissioners.
5. The Board of Commissioners will hold two (2) readings and will approve or disapprove an Ordinance to rename subject street/road.
6. When the City-County Planning Commission receives the signed Ordinance from the City officially renaming the street/road, the staff, if required, will re-address the existing structures, and will send notification of the new addresses to the post office, utility companies, 911 Emergency and Property Valuation Administrator.

NOTE: *No street/road name may duplicate an existing street/road name unless it is a continuation of the same. Additionally, the City will not accept street names in excess of 20 characters (including spaces).*

ATTACHMENTS:

Abutting Property Owner List
Street/Road Name Change Petition

