

## 900 PUBLIC STREET NAMING PROCEDURES

The four basic situations for naming streets are:

901 Naming of new street areas which are being dedicated on subdivision maps.

Prior to recordation all street names are subject to approval by the City Engineer. Generally, a subdivider/developer submits names for use on new streets. If the developer so desires, names can be selected by the City Engineer. The City Engineer maintains a list of suitable names that can be used. Streets in continuous alignment with existing streets take the existing street name. This is verified by checking the Division Index Maps, District maps and other maps such as the latest edition of the Thomas Bros. Map book.

This is the only method for naming a street which does not require an Ordinance adopted by the Council.

902 Naming of street areas acquired by instrument for which no name has been officially established.

The naming of previously established streets which have no official name requires an Ordinance adopted by the City Council. Many streets are extensions of existing streets, thus the name is just continued by practice. These streets are usually "posted" and "known as" streets. A check is required to determine what name is being used. If a duplication of an existing street is found then a new name is assigned to the street. When an entirely new street is created, a new name can be assigned. Plans and Profiles of the street are used in determining how the street was improved.

903 Street Name Changes

Division 19 of the Administrative Code delineates the procedures for changing the names of public streets. The City Council may determine that it is in the public interest, necessity or convenience to change the name of any public street to avoid duplication or for any other good and sufficient reason. Generally this action is in the form of a motion, which is presented by a Councilperson instructing the City Engineer to initiate street name change proceedings for a given street.

Street name changes can be initiated by a petition which is submitted by the owners or occupants of the property which abuts a street. This petition must be signed by a majority of

property owners or occupants of the street. Each person signing must give the legal address for the property for which they are signing. Each petition should state the reason for the street name change and may give one or more names which are satisfactory to the petitioners.

After the Council determines the necessity to change a street name or upon the receipt of a petition, the owners and occupants of the subject street are notified, by letter, of the proposed name change. Those persons who file a written objection to the proposed change are notified of the time and place of the public hearing on the matter. If there are no objections to the street name change a report to the Council together with the Ordinance, which has been approved by the City Attorney, will recommend approval.

The owners and occupants and other concerned agencies are notified of the change of name upon publication of the Ordinance in the Daily Journal. Street name changes are generally effective thirty days after publication of the Ordinance.

#### 904 Relinquishments.

The names of those altered, relocated or new streets which are constructed in conjunction with the construction of freeways are established upon relinquishment by the State of their jurisdiction.

Upon notification from the Project Management Division, the Street Opening and Widening Division initiates proceedings to establish the names on those public streets which require naming. This is also investigated, and if there are any house numbers affected the name which is being used is generally the name which is established.

This name establishment also requires the adoption of an Ordinance by the City Council. The concerned agencies are notified of the name establishment upon publication of the Ordinance.

#### 910 PRIVATE STREET NAMES

On February 6, 1984, under Council File No. 82-0835, the City Council adopted an Ordinance authorizing the City Engineer to approve and change private street names. This process is done in the same manner as public street name changes and establishments, however, when changing the name of a private street name the petitioner is required to pay a fee of \$300 plus \$5.00 per lot but not to exceed \$1000. Those persons who petition the City to change a private street name must submit a map of the area along with their fee.

Private street names can be shown on the maps of subdivisions by which they are created. Private streets are also created by Private Street Maps. Private streets not on subdivisions have no officially approved name if created prior to 1984.

920 STREET NAMING POLICY ←

In April, 1967 the County Street Naming Committee, of which the City of Los Angeles is a member, adopted guidelines on Street Naming which are used by the entire County of Los Angeles whenever possible.

- 921 Historic names or names referring to applicable geographic features should be used whenever possible.
- 922 Names of existing streets should be used on new streets which are in continuous alignment with, or are continuations of existing streets.
- 923 Duplicated names within the County should not be used for new street names.
- 924 Streets shall not be named for any commercial organization or in a manner to honor any living person. ←
- 925 The use of suffixes such as Drive, Place, Way, Boulevard, Street or Avenue should not be considered as a part of the basic name. (In the City of Los Angeles they are considered as a part of the record name and are shown on the District Map and in the Official List of City Streets as such).
- 926 The use of prefixes such as North, South, East or West should not be used, if possible, as part of the official name of a street. The post office uses these prefixes for mail delivery.
- 927 East and West thoroughfares shall be called "Streets", North and South thoroughfares shall be called "Avenues".  
\* Northwest/Southeast thoroughfares are "Streets", Northeast/Southwest thoroughfares are "Avenues".
- 928 Streets adjacent to a freeway or other permanent division other than a divided highway, such as a railway, should have two different names on the two sides of such permanent division.
- 929 The maximum length of a street name should be 16 letters, this includes the spaces between words.

- 930 The use of compound names shall be discouraged.
- 931 Alleys, walks, and other sub-standard public way<sup>s</sup> shall not be named.
- 932 Names of streets shall be easy to pronounce or spell and should be distinctive to prevent confusion, avoid using a name that sounds like another. No obscenities, in any language shall be used.
- 933 Private street names shall conform with those of public streets and shall follow the same guidelines.

940 OFFICIAL LIST OF STREETS

The City Engineer's Office is required by Division 19 of the Administrative Code to enter into a suitable book a list of all names used within the City of Los Angeles. This book is maintained by the Street Opening and Widening Division.

950 OUTLINE OF PROCEDURES FOR STREET NAME CHANGES

1. Petition or Motion.
2. File, including Map and House numbers.
3. Field check.
4. Notice of Proposed Street Name Change....Hold for 30 days for objections.
5. Ordinance to City Attorney.
6. Report with Ordinance to Council.
7. Publication of Ordinance.
8. Notice of Street Name Change to concerned agencies and property owners and occupants.
9. Cross-reference card prepared for files.
10. Street History Card prepared and old name card updated.

960 LIMITED ACCESS AREA NAMES

On April 15, 1980, SPECIAL ORDER NO. S007-0480 outlined the procedures and necessity for Limited Access Area Names. A limited Access Area is described as a large describable area such as condominium lot which has one main entrance. Limited Access Area names are not street names and are used for mail delivery only. These names can only be Terrace or Lane, the use of Street, Avenue, Way, Place, etc. are not allowed. One address is assigned to the condominium with each unit given a unit number and Limited Access Area name. Names for these areas are approved by the Street Opening and Widening Division, however, Limited Access Areas are under the jurisdiction of the house numbering section of the District office. These names must also meet the criteria set forth for use as street names.