



HOW TO APPLY FOR A NEW STREET NAME

Submittal Requirements: Please submit your completed application with the items indicated below to your Project Planner or Project Engineer.

Item Required (X)	Required For All Applications
X	1. Application Form – completed and signed by: a. The applicant requesting the filing of this application; and, b. The current property owner(s), authorizing the request.
X	2. Street names: a. Statement outlining the theme of the development. b. Provide a list of proposed street names with an explanation as to how it ties to the development theme. c. Submit more names than needed to expedite review. d. List names in order of priority.
X	3. Street Naming Plan: Proposed site plan and/or subdivision map with the following information. Indicate whether or not there are multiple phases for the final development and which phase of the current proposal encompasses. The plans shall contain the following items drawn to scale. a. Proposed lot pattern. b. Location and configuration of all buildings with the ground level floor plan and front door location of each unit and building indicated. Include all existing buildings which will be a part of the new development and all proposed buildings. c. Streets – Show both proposed and existing streets within the proposed development. Indicate type of street (i.e., public or private) with street names. In addition, show adjacent streets bordering the new development. d. If current proposal is a phase of the entire development or if the applicant is considering developing the adjacent property, provide schematic site plan of overall development
X	4. Street Naming Plan - general: a. Copy requirements: i) Printed paper copy: a minimum paper size of 8-1/2” x 11”. However, 11” x 17” is recommended for larger developments. ii) Number of paper copies: one set. b. Plans shall be clear and legible as well as drawn to scale.

Background:

- **Purpose:** The purpose of unique street names is to assist emergency service agencies, public and private agencies/businesses, the United States Postal Service and the general public in the location of a specific dwelling, building, business or property. On this basis, the site plan will be reviewed to assess the number of street names needed.
- **Code Reference:** Title VII (Building Regulations of the Fremont Municipal Code) Chapter 5 (House Numbering) and Title VIII (Planning and Zoning) Chapter 1 (Subdivisions) Article 4 (Procedures)
- **Miscellaneous:** Street name assignment must be concluded prior to the approval of the Site Plan, Tentative Subdivision Map or Private Street whichever comes first.

The requirements described on this sheet are subject to change. If you need additional information or clarification to prepare your request, please contact the Project Planner or Project Engineer who furnished you this sheet for further assistance.

Naming Guidelines: Similar sounding names between Fremont, Union City and Newark must be avoided to prevent confusion for emergency services and the general public. The street name list at <http://www.fremont.gov/CityHall/Departments/GIS.htm> can be used to determine if any proposed street names conflict with any existing street names and reserved street names. New street names should follow the following guidelines.

- Names should be easily recognized. Lengthy words or words which are difficult to pronounce should be avoided.
- Avoid duplication of street names within Fremont or bordering jurisdictions. This includes the use of an existing street name as part of a new street name (i.e., such as the existing street name of Reed Terrace and a new street name of Reed Buck Common).
- Street names should not have similar pronunciation with an existing street such as “Cheyenne” versus “Cayenne”.
- New streets within the same cluster should not begin with the same letter of the alphabet as each other or with adjacent streets.
- The proposed street names should be reflective of the development’s theme or concept.

- Street suffix:
 - Public Streets: The street suffix of “Street” or “Road” is used for streets which run north and south. Streets going east and west will have a street suffix of “Avenue” or “Way”. For curving streets, the street suffix may be “Drive” or “Lane”. Cul-de-sac streets shall be “Court” or “Place”.
 - Private Streets: A private street which connects to a public street or another major private street shall have a street suffix of “Common”. “Terrace” is applied to an interior private street connected to a street with a suffix of “Common”.

Frequently Asked Questions (FAQ)

- Who may submit a request? Only the property owner or individuals on behalf of the property owner (i.e., property manager, developer) may submit a street name application to the City for consideration.
- What does it cost? A street name request is typically submitted as part of a project undergoing review by the Community Development Department. Costs associated with processing the request will be based on time and material basis and added to the billing of that project.
- What is the purpose of street names? Street names are used to identify a specific location by emergency services, businesses and the general public. In order to allow for easy identification and to avoid confusion, all locations should have unique street names.
- When is a new street name required? A unique street name is needed for all new public and private streets.
- Who suggests new street names? And, what are the guidelines for developing street names? It is the City’s practice that the applicant provides a list of street names for consideration. The proposed names will be reviewed based on the following guidelines. A new street name should be reflective of the development’s theme or concept. The name should be short as well as easily recognizable and pronounceable to better aid emergency service response. In addition, it should not have a similar pronunciation or spelling as an existing street.

New streets in the same cluster should not begin with the same letter of the alphabet as each other or with streets adjacent to the new development. The new names will be reviewed to make sure they do not conflict with any existing street names in the City of Fremont as well as in the cities of Newark and Union City. Exceptions may be considered if they do not impede emergency service response.

A list of existing and reserved street names for the cities of Fremont, Newark and Union City is at <http://www.fremont.gov/CityHall/Departments/GIS.htm>.

- Who approves a new street name? The Addressing Manager in the Geographic Information Systems (GIS) Division of the Information Technology Services Department recommends street names in coordination with the Community Development Department and the Fire Department. The new street names are reviewed and recommended by GIS prior to approval of a tentative map or site plan (whichever comes first). The City Council approves the street names at time of Final Map Acceptance or when the Street Improvement Plans are approved.
- Who enforces how the street names are used? The Engineering Division will enforce street names in conjunction with subdivision projects.
- What are the steps? Speak with your project planner or project engineer regarding your request. You will need to submit a completed application form and required material. The purpose of the review is to verify the number of street names needed for the project.
- What materials do I submit? Refer to the Information Sheet “How to Apply for a New Street Name” for a detailed list of materials and information which must be filed with your application.
- When should I submit my request? For projects that include a new public or private street, you will need to provide proposed street names for review in conjunction with your application for site plan review or tentative map review (whichever comes first). In all cases, the new street name must be reviewed and approved for use prior to discretionary approval. Typically, street name assignment is completed prior to the first Planning Commission Meeting.
- How long does the process take? The time line for small uncomplicated projects may take approximately two to four weeks. This is dependent upon whether or not all the necessary information needed for the application has been submitted. Larger or more complicated requests will take longer. If the request is part of a larger project, then the time line for address issuance or street name review will be based on that of the larger project.
- How will I be notified of the new street name? Notification regarding proposed street names will be coordinated in conjunction with the review of the subdivision through the project planner or engineer located in the Community Development Department. In addition, the addressing documents will be posted on <http://www.fremont.gov/CityHall/Departments/GIS.htm>.
- Are there any other steps I must go through before I use the new street name? The use of new street names on the subdivision map should be coordinated with the Engineering Division in conjunction with your subdivision project.
- I plan on doing my project in phases. How will it affect street names? If the project is done in phases, it would be difficult to determine the full extent of a new street and how it would ultimately provide circulation within the entire development. Both factors are used in the formulation and application of the street name.

- How can I change the name of an existing street? You will need to contact the Planning Division regarding street name change. Information on the proposed street name will be routed to GIS for review following the processes outlined in this FAQ. The City Council is the approval authority over street name changes.
- Where can I get more information? The following information is available at the Development Services Center or on the Internet. If you have a question, you can also call (510) 494-4834.

Development Services Center:

- Size and location of address numbers on a building (see Uniform Building Code and its amendments – Ordinance No. 31-2007).

Internet Sites:

- Official Street Names Listing Website for the Cities of Fremont, Newark and Union City:
<http://www.fremont.gov/CityHall/Departments/GIS.htm>.
- United States Postal Service Suffix abbreviations:
http://www.usps.com/ncsc/lookups/usps_abbreviations.html#suffix.