



**CITY OF COCOA BEACH, FLORIDA
POLICY FOR STREET NAMING
APPLICATION PROCESS GUIDELINES AND INSTRUCTIONS**

PURPOSE AND SCOPE:

All streets and public ways such as alleys within the incorporated limits of the City of Cocoa Beach, Florida, shall be named in the interest of the health, safety and welfare of all City residents. This policy has been established in an effort to enhance the understanding of the process for renaming existing named streets, for naming public ways such as alleys, for naming proposed public or private streets created for new developments within the City of Cocoa Beach. The City of Cocoa Beach Building Department is designated as the department responsible for the approval of all street names and individual site addresses.

PROCESS FOR RENAMING EXISTING NAMED STREET

An application for renaming an existing named street can be initiated at the request of any property owner(s) whose property abuts the existing named street or by the City Commission. An application fee in the amount of \$250 shall apply. All costs including notices, mailings, sign changes, associated costs, in excess of the \$250 shall be the responsibility of the applicant. Prior to an application being forwarded to the City Commission for review and consideration it shall be submitted to the Building Department and deemed sufficient. A completed application shall include the applicant's contact information, location of the street to be renamed, proposed street name(s), request for street signage, and a notarized signature of the applicant, the applicable fee, and the signed petition form by property owners whose land(s) abuts the proposed renamed street segment. The applicant should contact the City's Building Department, prior to formally submitting an application, to obtain a list of abutting property owners for use in gathering the necessary consent signatures.

A separate narrative, which provides background and justification in support of the name change, shall be attached to the application. There is no specific content or form that is required for this narrative except that it should include information on the historical, cultural, political, or economic aspects of the proposed street name as they relate to the City of Cocoa Beach. The narrative shall be used by the City Commission in determining whether or not the application should be approved.

The submitted application must include 75% of all abutting property owner's signatures, even if they have no street number assigned frontage, before it can be accepted by the Building Department. A property owner's signature is proof that they have considered the request and have no objections or concerns with the application for the street name change. Such signatures shall be given weight by the City Commission in reviewing the application, but need not be the only factor in determining approval or denial of the requested name.

Requests for renaming existing named streets must be approved by passage of a resolution by the City Commission after conducting a properly advertised public hearing. The resolution must be noticed once in a newspaper of general circulation in the City, at least 10 days before the review and adoption. The notice shall state the date, time, and place of the public hearing; the title or titles of the proposed resolution; and the place or places within the City where the proposed resolution may be inspected by the public. The notice shall also advise that interested parties may appear at the meeting and be heard with respect to the proposed resolution.

PROCESS FOR NAMING STREETS IN NEW DEVELOPMENTS

Names for new public or privately platted streets created for new developments shall be reviewed and approved as part of the platting process pursuant to the City's Land Development Code. Names for new roads in projects where streets are not platted shall be reviewed and approved as part of the building permit process. Where new streets are proposed the Building Department shall coordinate with the E-9-1-1 Administration Office and any other agency to ensure that the proposed street names are acceptable prior to the approval of a final plat or issuance of a certificate of completion for the project.

NAME SELECTION

The Building Department shall review all proposed street names with the Brevard County E-9-1-1 Administration Office to ensure that no proposed name is a duplicate of another existing street name or sounds too similar to an existing street name within the City of Cocoa Beach, or areas of Brevard County as required by the E-911 system. In all cases, potential street names can be verified before submitting the necessary applications for either process by calling the Building Department at (321) 868-3217.

The following criteria shall be followed when naming an existing or proposed street:

1. Duplicate names shall not be allowed. Use of a different roadway type does not change the fact that the name is a duplication. The exception to this policy will be using the same name but different roadway types within the boundaries of a platted subdivision.
2. Street names shall contain no more than twenty-one characters, not including roadway type.
3. No punctuation or special characters shall be used in roadway names.
4. Street names shall not consist of more than two words, not to include pre-directional or suffix indicators. Special exceptions may be approved by the City Commission for historically significant names.
5. The street name shall not contain any word that is a type of direction.
6. Street abbreviations and designation definitions shall meet the criteria established by the Brevard County E-9-1-1 Administration Office.
7. Names of living persons should be used only in exceptional circumstances to acknowledge significant social, and political contributions made to the community for periods in excess of 50 years.
8. The proposed name cannot segment a street, when the segmentation is not created by a natural landform or waterway.
9. No slang, racist, derogatory names, or names that are deemed offensive will be accepted on any application.
10. No street name can duplicate a name of an existing subdivision, unless the street is within that subdivision.
11. Approval of street names on a Preliminary Subdivision Plat will not reserve the street name, nor shall it be mandatory for the City of accept it at the time of final platting.

COORDINATION WITH OTHER AGENCIES

It is important that all applications, whether for existing street name changes or for naming streets in new developments, be coordinated through all government agencies/departments or private providers that could be affected. At a minimum this shall include the U.S Postal Service, Brevard County E-9-1-1 Administration Office, other City Departments, utility providers and any other agency that may be affected on a case by case basis. All agencies or departments shall be given the opportunity to provide input, which shall be used by the City Commission to assist in making its decision on the application.

Policy Adopted by the City Commission: March 1, 2012

CITY OF COCOA BEACH, FLORIDA
STREET NAMING APPLICATION
Return all completed application(s) to the Building Department
City of Cocoa Beach, 2 South Orlando Avenue, Cocoa Beach, Florida 32931

| | | |
|----------|-----------------|--|
| 1 | Applicant Name | |
| | Mailing Address | |
| | Telephone No. | |
| | E-Mail Address | |
| | Filing Fee | |

| | | | | | | |
|----------|--|---|--|-------------|--|------------|
| 2 | Location of Requested Street Name Change Attach Property Appraiser Parcel map, which shows entire length of the Street | | | | | |
| | a | Section, Township and Range | | | | |
| | b | Name of Subdivision/Development where street is located | | | | |
| | c | Number of Existing Building on the street | | Residential | | Commercial |

| | | | | | | |
|-----------------------------|---|-------------|--|-------|--|-------|
| 3 | Proposed Street Name(s): All proposed street names must be approved for use by the City of Cocoa Beach Building Department through the submission of an application. Potential street names can be verified before submitting the application by calling the Building Department. | | | | | |
| PROPOSED STREET NAME | | | | | | |
| Pre-directional Name Suffix | | | | | | |
| EXISTING STREET NAME | | | | | | |
| Pre-directional Name Suffix | | | | | | |
| Street Naming requested by: | | Resident(s) | | Agent | | Staff |

| | | | | | | | |
|--|---------------------------------------|---|--|---------|--|---------|--|
| 4 | Request for Street Signage | Street(s) Ready for Street Sign Placement | | Yes | | No | |
| | Street(s) Eligible for Public Signage | | | Yes | | No | |
| | Street Type | Public | | Private | | Paved | |
| | | | | | | Unpaved | |
| Applicants are required to pay for the cost of materials and labor for installation of new street name signs. | | | | | | | |

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| 5 | Applicant's Certification: I hereby attest that I am a legal owner of property abutting the street that is the subject of a street name change and that I am providing you with a petition signed by no less than 75% of the legal property owners abutting this roadway, including myself. (Not Required for City Initiated Applications) |
|----------|---|

Signature: _____
Printed Name: _____
Address: _____
Property Tax ID#: _____

State of Florida
County of Brevard

The foregoing instrument was acknowledged before me this day _____ of _____, 20____, by _____, who is personally known to me _____ or has produced as identification _____ and who did not take an oath.

Signature of Notary _____
Print Name _____

Application for Street Name Change
Building Department, 2 South Orlando Ave., Cocoa Beach, Florida 32931, (321) 868-3219

PETITION FROM FOR OTHER ABUTTING PROPERTY OWNERS

By signing this form I hereby attest that I am a legal owner of property abutting the street that is the subject of this application and that I am in favor of this request and understand the impacts it will cause related to change of address requirements.

| No. | Signature | Property Tax ID# | Mailing Address | Date |
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