

**Application Fee \$416. Notification Fee \$300**

Additional \$1 per notice beyond 1,000 notices

Street Name to be Changed \_\_\_\_\_

Location \_\_\_\_\_

Nearest Assessor's Parcel Number(s) \_\_\_\_\_

Intent of this Request \_\_\_\_\_

Related Applications \_\_\_\_\_

<b>APPLICANT</b>	Name _____	Email _____
	Address _____	
	City _____ State _____ ZIP _____	Phone (____) _____
<b>CONTACT PERSON</b>	Name _____	Email _____
	Address _____	Office Phone (____) _____
	City _____ State _____ ZIP _____	Cell Phone (____) _____

Applicant Signature \_\_\_\_\_

Print Name \_\_\_\_\_

NOTARY	
State of _____	County of _____
The instrument was acknowledged before me by _____	
on _____	
Notary Public _____	

**CHECKLIST** The application cannot be accepted until the filing requirements below have been met.

- ☐ Original signed & notarized application
- ☐ Fee (\$416 application fee, \$300 notification fee, additional \$1 per notice beyond 1,000 notices.) See filing schedule
- ☐ Copy of most recent Assessor's Map showing subject street
- ☐ 1 copy of CLV Fire Communications approved street name list
- ☐ Signed & notarized letter(s) of approval from every property owner adjacent to street proposed for change
- ☐ One 24"x36" copy & one 11"x17" copy of map showing subject street and extents of proposed change
  - ☐ Vicinity map
  - ☐ Legend/north arrow/scale (each sheet)
  - ☐ Street names, intersections and ultimate right-of-way dimensions
- ☐ Justification letter
  - ☐ Why are you proposing to change the street name?
  - ☐ Will the proposed change have any adverse impacts on vehicular or pedestrian traffic?
  - ☐ Will the proposed change have any effect on emergency service routing or response time?

Applicant is responsible for submitting a Certificate of Amendment to correct the street name on the recorded subdivision map, and for replacing all existing street name signs in accordance with Public Works requirements.

Completed applications and all checklist items must be submitted electronically through DSC Online at  
**[dsconline.cityofhenderson.com](https://dsconline.cityofhenderson.com)**

Please email **[DSCOnlineSupport@cityofhenderson.com](mailto:DSCOnlineSupport@cityofhenderson.com)** if you have any questions about using DSC Online.