



Street & Alley Name Change Application

Louisville Metro Planning & Design Services

Case No.: _____ Intake Staff: _____

Date: _____ Fee: \$300

OFFICE USE ONLY ABOVE THIS LINE

Applications are due on Mondays at 2:00 p.m. in order to be processed that week. Once complete, please bring the application and supporting documentation to: Planning and Design Services, located at 444 South 5th Street, Suite 300. For more information, call (502) 574-6230 or visit <http://www.louisvilleky.gov/PlanningDesign>.

Existing Street/Alley Name: _____

Location (e.g. nearest intersecting streets): _____

Proposed Street/Alley Name: _____

Number of Adjoining Property Owners¹: _____

Please submit the following items:

- Notarized signatures of:
Note: Sample consent form can be found on page 3
 - Property owners representing at least 51% of all property owners whose property is adjacent to the affected street or alley, OR
 - Property owners representing more than 51% of the linear street frontage.
- A justification letter
- Statement of the availability of the proposed name, in accordance with Section 6.3.5 of the LDC
- One set of mailing label sheets for: all property owners adjacent to the affected street or alley extending to the nearest intersecting street, and all governmental units having jurisdiction.
Adjoining property ownership information can be found at the Property Valuation Administrator (PVA) office at 531 Court Place, Suite 504 or via their website: <https://jeffersonpva.ky.gov/property-search>
- One copy of the mailing label sheets
- One copy of a drawing showing the entire street or alley involved, including the following elements:
 - Plan drawn to engineer's scale (1" = 20')
 - Vicinity map showing the distance of the street proposed for re-naming to the nearest public street
 - North arrow
 - Street names (existing and proposed)
 - Names, deed book & page number, and mailing addresses of all adjacent property owners along the street or alley
 - Vacant lots labeled
 - Source of title of current street name, if applicable
- One copy of the original recorded Record Plat or recorded Minor Plat, if applicable
- Application Fee: **\$300** (Cash, charge or check made payable to *Planning & Design Services*)

Resources:

1. General property information can be found on the Land Development Report via the LOJIC Online Map tool. The LOJIC Online Map can also be used to identify the number of adjoining property owners: <https://www.lojic.org/lojic-online>

Contact Information:

Owner: *Check if primary contact*

Applicant: *Check if primary contact*

Name: _____

Name: _____

Company: _____

Company: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Primary Phone: _____

Alternate Phone: _____

Alternate Phone: _____

Email: _____

Email: _____

Owner Signature (required): _____

Attorney: *Check if primary contact*

Plan prepared by: *Check if primary contact*

Name: _____

Name: _____

Company: _____

Company: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Primary Phone: _____

Alternate Phone: _____

Alternate Phone: _____

Email: _____

Email: _____

Certification Statement: A certification statement **must be submitted** with any application in which the owner(s) of the subject property is (are) a limited liability company, corporation, partnership, association, trustee, etc., or if someone other than the owner(s) of record sign(s) the application.

I, _____, in my capacity as _____, hereby
representative/authorized agent/other

certify that _____ is (are) the owner(s) of the property which
name of LLC / corporation / partnership / association / etc.

is the subject of this application and that I am authorized to sign this application on behalf of the owner(s).

Signature: _____ Date: _____

I understand that knowingly providing false information on this application may result in any action taken hereon being declared null and void. I further understand that pursuant to KRS 523.010, et seq. knowingly making a material false statement, or otherwise providing false information with the intent to mislead a public servant in the performance of his/her duty is punishable as a Class B misdemeanor.

CONSENT TO STREET OR ALLEY NAME CHANGE

I have been notified that an application to change the street / alley name from _____ to _____ will be filed with the Louisville Metro Planning Commission. The Planning Commission will make a recommendation concerning the name change to the legislative body having jurisdiction over the street / alley described above.

I, as an abutting property owner to the street / alley being re-named, do hereby consent and agree to the name change.

Property Owner Signature: _____

Name: _____

Owner Address: _____

Subscribed and sworn to, before me, by _____,
this _____ day of _____, 20____. My Commission expires: _____.

Notary Public: _____