

Street Renaming Request Process

1. Submission of written petition to City Council.
2. City Council refers petition to Planning Commission for public hearing, review and recommendation.
3. Street Renaming request is circulated to Interdepartmental Review Committee of various city departments for review and comment.
4. Notification of Street Renaming is mailed to property owners within 500 ft. of street proposed for renaming.
5. Planning Commission schedules a Public Hearing (notification at least 10 days prior to property owners within 500 ft. of street proposed for renaming.)
6. Planning Commission makes recommendation to City Council (along with other comments of Interdepartmental Review/City departments).
7. If accepted, City Council adopts Resolution of Intent to Rename Street.
8. Director of Finance schedules a meeting of the Board of Revision of Assessments.
9. Board of Revision of Assessments holds public hearing.
10. Board of Revision of Assessments submits recommendation to City Council.
11. If City Council concurs with recommendation, an Ordinance to rename street is prepared.
12. City Council adopts Ordinance to rename street – caucus and two (2) separate readings.
13. If approved, City Clerk submits certified copy of Ordinance to rename street to Butler County Recorder.