

**COUNCIL POLICY 5-1 PROCEDURES FOR RENAMING STREETS WITHIN THE CITY OF MUSKOGEE**

**DISTRIBUTION:** Mayor and Council  
All Departments

**SUBJECT:** Providing regulations and procedures for submission of applications for the official renaming of a street or portion thereof within the city.

**PURPOSE:** This policy is to provide a standardized procedure for renaming a street or a portion thereof within the City.

**BACKGROUND:** The City Council at its March 19, 1998 meeting set a procedure for the official renaming of streets within the city and established an application fee. This Policy is to recognize the procedures established in 1998 and to provide the public notice of those procedures.

**POLICY/PROCEDURES**

1. An application on a form to be provided by the City of Muskogee Planning Department shall be submitted at least four (4) weeks prior to the application being heard by the City of Muskogee Planning Commission at a regularly scheduled meeting.
2. A non refundable fee as set out in Appendix A of the City of Muskogee Code shall be submitted at the time of the application.
3. The applicant shall submit a list of all property owners including their current mailing address abutting the road or street to be renamed. The list shall be certified by an abstract company, attorney or registered surveyor. In addition the applicant shall supply the name and address of all commercial and industrial establishments abutting the road or street to be renamed if different from the certified list of property owners.
4. The applicant shall submit the current name of the street to be renamed and the location of the portion of the street to be renamed. If less than the full street then the portion to be renamed shall be not less than 1 block in length no more than one mile in length. One mile in length shall be the distance from one major (section line) road to another for example Main Street to York or Chandler Road to Gibson.
5. The applicant shall submit justification for renaming the street and a street, if to be renamed for a person; the person shall be of good moral character and shall no longer be living. If the street is to be renamed for an event the event must be of historical significance within the community as a whole.
6. Failure to submit the required information at the time of submittal of the application shall cause the application to be returned without action by the City. The City shall also return the application fee and the applicant shall be required to resubmit the application. If the resubmission is later than six (6) months from the initial submission a new certified list of

property owners and list of commercial and industrial establishments as required by paragraph 3 above shall be required.

7. Prior to the meeting required by Section 8 below the application will be submitted to the E-9-1-1 Coordinator. The E-9-1-1 Coordinator shall consult with a representative of the United States Postal Service, preferably the Post Master for the City of Muskogee, for comments concerning the request.

8. The City Manager, the Planning Director, the Public Works Director and the E-9-1-1 Coordinator will meet and discuss the application. Following the meeting a report and recommendation will be submitted to the Planning Commission. Following action by the Planning Commission the recommendation of the Planning Commission will be submitted to the Public Works Committee which will then make a recommendation to the City Council. If approved, the City Council will adopt a resolution to rename the street. It is required that the applicant attend and be prepared to comment at the Planning Commission, Public Works and City Council Meetings..

**REFERENCES:** Council Minutes of March 19, 1998

**EFFECTIVE DATE:** This policy shall be in effect on and after the 28<sup>th</sup> day of June, 2010.

**RESPONSIBLE DEPARTMENT:** Planning Department

ATTEST:



Pamela S. Bush  
PAMELA S. BUSH, City Clerk

John Tyler Hammons  
JOHN TYLER HAMMONS, MAYOR

Approved as to form and legality this 25<sup>th</sup> day of June, 2010.

John H. Vincent  
JOHN H. VINCENT, City Attorney