

Putnam County GIS Office/E911 Division

PO Box 307

Palatka, FL 32178-0307

E911@putnam-fl.com

Phone: 386-329-0381 ♦ Fax: 386-329-0215



STREET NAME PETITION INSTRUCTIONS

Any person may initiate the process to name or change the name of a public or private roadway within Putnam County by submitting Street Name Petition to the E911 Coordinator, using the Street Name Petition form.

- A. Included in the application shall be the following items:
1. A list of names, mailing addresses and physical addresses as listed in records of the Putnam County Property Appraiser, of all affected parties. This includes property owners or condominium unit owners, whose parcel or condominium unit is adjacent to, accessed by, crossed over or otherwise intersected by the roadway.
 2. Current street name and new street name, with three (3) alternate choices from the Putnam County Official Street Name List.
 3. A petition containing the signatures of, or individual letters from, affected parties as described above indicating support of the selected street name(s).
 - a. If the street name selected is approved by the E911 Coordinator and at least eighty percent (80%) of the affected parties as described above agree, the petition shall be processed.
 4. A valid statement of the reason(s) why the street name change is needed (i.e., eliminate duplicate name, help improve emergency services to the area, how the request conforms to Street Naming, etc.).
 5. A map showing the vicinity of the roadway that is the subject of the application. If the recorded plat map showing the street exists, it shall be submitted as part of the application.
 6. Upon approval of the street name change, the petitioner(s) will pay the full cost of time and material for the change of street signage (\$125.00).
- B. The application is made to and processed by the E911 Coordinator, mailing address:
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- C. The property owners abutting the street will be notified by the E911 Coordinator of any proposed street name change.
- D. If the street the street is a platted street, the following additional steps are required:
1. An agenda item and resolution for adoption will be prepared by the E911 Coordinator and presented to the Board of County Commissioners at their regularly scheduled meeting.
 2. The Board of County Commissioners shall grant or deny the renaming request within its sound discretion, after recommendation by the E911 Coordinator.
- E. Upon approval, all concerned parties will be notified of the street name change by certified mail within thirty (30) days of approval.
- F. Upon approval the Board of County Commissioners of a street name change, the street name shall not be changed again for ten (10) years, unless the Board of County Commissioners find that a threat to the health, safety, or welfare of the residents exists.