

**THE CITY OF MARSHALL
STREET NAMING POLICY**

2015-R-01

1. PURPOSE

To provide a street naming and renaming policy that promotes the City's positive image and identity and that assists in accurately pinpointing the location of properties, and Council's desire to protect the health and welfare of the public, by enabling emergency services to quickly attend to urgent situations. The efficient delivery of goods and services, including mail, is also a key objective.

2. SCOPE

This policy applies to the assignment of names for all new streets, as well as the renaming of existing streets within the City of Marshall.

3. RESPONSIBILITY

- 3.1 The Zoning is responsible for the coordination and assignment of new street names within the City of Marshall and providing City Council with recommendations regarding the renaming of existing streets.
- 3.2 City Council approval is required for the creation of any new street (name) not created through the registration of a plan of subdivision or condominium and for changing the name of any existing street within the City of Marshall.
- 3.3 The City will give 30 days' Public Notice of its intention to change the name of any existing street within the City of Marshall.

4. POLICY

- 4.1 The City of Marshall strives to ensure that all street names promote Marshall's civic identity. Street names shall be indicative of the distinctive social, historical, geographic or cultural characteristics and qualities of Marshall.

Selection of Names

- 4.2 That street names shall be chosen, wherever possible, to recognize the historical significance of figures, groups, neighborhoods, places, landmarks and events within the City of Marshall that denote:
- a) The community's evolutions and progress;
 - b) The unique aspects related to the community's geographical location or other distinct characteristics;
 - c) Figures, events, milestones, and achievements the community may wish to acknowledge; or
 - d) Any name not covered in a) through c) above which has been endorsed by resolution of City Council.
- 4.3 A street name should not be given in recognition of any living person.
- 4.4 That there shall be no use of awkward, corrupt, discriminatory or derogatory names, in regard to race, sex, color, creed, political affiliation, or other social factors.
- 4.5 That the Street Naming Policies, Guidelines and Procedures shall apply to both public and private roadways, condominium roadways, where names are deemed to be in the interest of public safety.

5. GUIDELINES

- 5.1 Street names must not be identical or similar sounding to any existing street name (both within the City and surrounding municipalities).
- 5.2 Homonyms, or names that are very close in pronunciation to existing street names are not permitted (Examples: Allen or Alan, Hinson or Henson). Likewise, names that are difficult to pronounce or have uncommon spellings of common names should be avoided (Example: Karen, not Cairyn).
- 5.3 Street names, wherever practical, shall be only one-word names. It is strongly preferred the names not be hyphenated or quotes used.

- 5.4 Street extensions should continue with existing street names.
- 5.5 Substantiation is required for proposed street names, (Historical/Personal significance) if there is any. (i.e. person's last name).

6. NEW STREETS

- 6.1 The assignment of names for all new streets within the City requires the submission of an "Application to Create a Street Name or for Creation of Street Names & Municipal Address Numbers within Plans of Subdivision/Condominium", to the City Council for approval.
- 6.2 The Application must include a list of possible street names and appropriate mapping, illustrating the location of the new streets and their proposed names, as well as a non-refundable processing fee payable to the City of Marshall.
- 6.3 City Council approval and adoption of a by-law is required for the creation of any new street (name) not created through the registration of a plan of subdivision or condominium with in the City of Marshall.

7. STREET NAME CHANGE

- 7.1 All street name changes require the submission of an Zoning "Application for Street Name Change", to the City Council Board for acceptance of the submitted replacement street names and subsequent approval and adoption of a by-law by City Council.
- 7.2 The Application must include a proposed replacement street name and location, a sketch of the street and extent/segment of the road to be renamed, a petition with the name, address and signatures of 80% of the assessed property owners/residents who reside or own property which fronts onto or is abutting the subject street, and a non-refundable processing fee payable to the City of Marshall.

7.3 The City of Marshall reserves the right to rename any street, including duplicate street names, in the interest of public safety.

7.4 The City of Marshall shall not be responsible or liable for any costs associated with a street name change.

8. STREET NAME SIGNS

8.1 Street name signs shall be of such size and shape and constructed of such materials as required by the Public Works Department.

8.2 For all new streets associated with a Development Application, it shall be a condition of application approval that the applicant/developer must obtain City approval of the names for such streets and have street name signs erected to the satisfaction of the City.

8.3 Where the name of a street has been changed, the sign shall, unless deemed inappropriate or unnecessary by Administration, include a reference to the former name for a period of at least one year.

8.4 A street name sign may also include an address range to the street address numbers that are located within a street or any portion of a street.

9. NOTIFICATION

9.1 The City will give Public Notice, prior to consideration by Council, of its intention to change the name of any existing street and for all Applications for Street Name Changes within the city.

10. RECORDS, FORMS AND ATTACHMENTS

Records pertaining to the naming of streets will be retained according to the Records Retention Laws.