



**MEMPHIS AND
SHELBY COUNTY** **DIVISION OF PLANNING
AND DEVELOPMENT**

City Hall – 125 N. Main Street, Suite 468 – Memphis, Tennessee 38103 – (901) 636-6619

**LAND USE CONTROL BOARD STREET NAME CHANGE APPLICATION
TO FILE ONLINE USE THE [DEVELOP 901 CITIZEN PORTAL](#)**

Date: _____

Previous Case/Docket #: _____

PLEASE TYPE OR PRINT

Property Owner of Record: _____ Phone #: _____

Mailing Address: _____ City/State: _____ Zip: _____

Property Owner Email Address: _____

Applicant: _____ Phone #: _____

Mailing Address: _____ City/State: _____ Zip: _____

Applicant Email Address: _____

Representative: _____ Phone #: _____

Mailing Address: _____ City/State: _____ Zip: _____

Representative Email Address: _____

Architect/Engineer/Surveyor: _____ Phone #: _____

Mailing Address: _____ City/State: _____ Zip: _____

Architect/Engineer/Surveyor Email Address: _____

PREMISES LOCATION

Existing Street Name: _____ Proposed Street Name: _____

Reason for Change: _____

Did you have a pre-application meeting with the Division of Planning and Development (DPD)?

Planner: _____ **Date of Meeting:** _____

Name change starts at: _____ and proceeds to: _____

Length of street name change (feet): _____

Intersecting streets where a street name sign will need to be changed:

A. _____	B. _____	C. _____
D. _____	E. _____	F. _____
G. _____	H. _____	I. _____
J. _____	K. _____	L. _____
M. _____	N. _____	O. _____
P. _____	Q. _____	R. _____
S. _____	T. _____	U. _____
V. _____	W. _____	X. _____
Y. _____	Z. _____	AA. _____
BB. _____	CC. _____	DD. _____
EE. _____	FF. _____	GG. _____
HH. _____	II. _____	JJ. _____
KK. _____	LL. _____	MM. _____
NN. _____	OO. _____	PP. _____

Note the applicant is responsible for the cost of new street name signs and their installation

LAND USE CONTROL BOARD STREET NAME CHANGE APPLICATION GUIDE

To file online use the Develop 901 Citizen Portal: www.aca-prod.accela.com/SHELBYCO/Default

GENERAL INFORMATION

UNIFIED DEVELOPMENT CODE (UDC) REFERENCES FOR STREET NAME CHANGES:

- a) Street Name Change – UDC Chapter 9.10

PROPERTY OWNER OF RECORD – The property owner may either be the government of jurisdiction or an abutting property owner along the street that is associated with this application.

PRE-APPLICATION MEETING – This is a meeting in which the Division of Planning and Development Land Use and Development Services discusses the procedures, standards, and regulations required of a request in accordance with the Unified Development Code with the applicant(s) and/or their representative(s), see Section 9.3.1 of [Unified Development Code](#) for additional information. To schedule a pre-application meeting please call Land Use and Development Services at (901) 636-6619.

APPLICATION REVIEW PROCESS – [Click here](#) to view a flowchart that explains the review process by application type, as well as the expected review time for each.

APPLICATION DEADLINES – A link to the Applications Deadlines Calendar can be found on the Land Use and Development Services' [webpage](#).

APPLICATION ASSISTANCE – [Click here](#) to view a list of firms and individuals who frequently provide assistance with the

filing of applications with the Division of Planning and Development.

FILING FEE(S) – See the [Fee Schedule](#). Make checks payable to “M/SC Division of Planning and Development”

REQUIRED DOCUMENTS

As part of the application, the following documents are required to be submitted:

LETTER OF INTENT – A brief narrative statement generally describing the nature, location, and extent of the proposed street name change and the reason for said change.

STREET NAME CHANGE PRELIMINARY PLAN – In general, the plan must identify the precise location of the entire length of the subject street and identify all intersecting cross streets.

VICINITY MAP – Map showing the subject property (boldly outlined) and all adjacent parcel owners. Refer to Sub-Section 9.3.4A of the [Unified Development Code](#) for specific notification requirements. Note two hardcopy sets of sticky labels must be provided and shall be dropped off at Suite 477 in City Hall, 125 N Main Street, Memphis, TN 38103. [Public Notice Tool User Guide](#).

MAILING LABELS OF NAMES AND ADDRESSES – A complete list of names and mailing addresses, of all property owners shown on the vicinity map, typewritten, and formatted as 1" x 2 5/8" labels (Avery 5160). Additionally, include the application property owner of record, applicant, representative, and/or Architect/Engineer/Surveyor. [Public Notice Tool User Guide](#).

OWNER AFFIDAVIT – [Affidavit of ownership or owner designee](#).

DEED(S) – Most recent deed(s) on file with [Shelby County Register of Deeds](#), if filed by an abutting property owner.

Additional documents may be required prior to approval.