



## **Street Name Approval (SNA)**

### INSTRUCTIONS TO APPLICANT

The applicant must complete the attached form as prescribed, and all of the following information must be attached before it can be accepted for filing and processing by the Department of Public Works/Engineering. The applicant may select names from the current Approved Street Name list, or they may propose names for approval and use. Names submitted for approval are first reviewed and recommended by the Street Name Committee to the City Council and then must be adopted by resolution by the City Council, per Section 13.15.090 of the Adelanto Municipal Code.

- a) Application fee of \$75 for applicant-proposed street names or \$35 for names chosen from the approved list – Checks should be made payable to City of Adelanto.
- b) Application Processing Time. Four (4) business weeks (20 business days) for names selected from the Approved List, Nine (9) business weeks (45 business days) for approval and assignment of names proposed by applicant.
- b) Map – Two (2) copies of a plat map shall be submitted (along with an 8 ½” x 11” reproducible copy), shall be drawn neatly and accurately to scale (not smaller than 1 inch equals 100 feet), and shall show the following data:
  1. The location of the street easement(s) to be named in relation to other named street easements.
  2. The layout of the street easement(s) to be named.
  3. Legal description(s) of the street easement(s) to be named.

*Note: a tract map or a parcel map will satisfy these requirements.*
- d) A proposed street name for each street easement to be named and three (3) alternatives. Alternatives must be different names not homophones or same names with different suffixes.
- e) Responsibility to Install. Five (5) Business days after notice of Street Name Approval the applicant shall install and provide proof of installation, such as a photograph, of Assigned Street Name upon the approved street easement(s). If named street easement(s) is(are) not accessible/drivable, this requirement may be postponed until such time that the easement is graded and accessible/drivable.
- f) Copy of digital data. A digital AutoCAD file of the final map or plat map must be submitted by the applicant. The map file must include street centerlines.

**APPLICATION FOR STREET NAME APPROVAL**

CASE NO. \_\_\_\_\_

DATE FILED
Engineering Department Use Only

Administration Fee:	Names Submitted:	\$75.00
	Names Pre-approved:	\$35.00
	Total Due:	_____

Total Fees Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_

Meeting Date \_\_\_\_\_

Name of Applicant				Phone	
Address					
City		State		Zip Code	
Name of Representative				Phone	
Address					
City		State		Zip Code	

[Applicant must be the owner of the land, the lessee having a leasehold interest of not less than three (3) years, or the agent of the foregoing, duly authorized in writing.]

Project Description (APN, Tract Map, Parcel Map, or LDP number)

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**APPLICATION FOR STREET NAME APPROVAL**

The following statement must be signed in front of a Notary and original Notary acknowledgement attached to this document, or signed in front of Public Works/Engineering Department Staff.

I/We \_\_\_\_\_

(Please Print)

being first duly sworn, each for himself or herself, deposes and says that I/we am/are the owner(s) /lessee /agent  of the property involved in this application and that the foregoing statements herein contained and the information herein submitted, are in all respects true and correct to the best of my knowledge and belief.

Signature of Applicant: \_\_\_\_\_

(if different from owner)

Signature of Owner:					
Mailing Address:					
City		State		Zip Code	
Phone (H)			Phone (W)		

**APPLICATION FOR STREET NAME APPROVAL**

LETTER OF AUTHORIZATION  
IF APPLICANT OTHER THAN PROPERTY OWNER

I, \_\_\_\_\_, as owner(s) of property identified as Assessor's Parcel  
Property Owner(s)

No(s). \_\_\_\_\_ and/or Tract/Parcel Map \_\_\_\_\_, Parcel/Lot

No. \_\_\_\_\_ do hereby authorize \_\_\_\_\_ to represent me  
Authorized Agent

as agent in seeking approval of the following project(s): \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_  
Property Owner(s)

Date: \_\_\_\_\_

Signed \_\_\_\_\_  
Authorized Agent

Date: \_\_\_\_\_

NO APPLICATION FROM AN INDIVIDUAL OTHER THAN THE PROPERTY OWNER  
WILL BE ACCEPTED UNLESS THIS DOCUMENT, OR A SIMILAR DOCUMENT, IS  
COMPLETED, SIGNED AND SUBMITTED AS PART OF THE PROJECT APPLICATION.

