

Procedure for the Change of Public or Private Street Names in Unincorporated St. Louis County, Missouri

Prepared by the St. Louis County Department of Transportation & Public Works

- 1) Follow these step-by-step instructions if you wish to change a public or private street name or road name in unincorporated St. Louis County, or a St. Louis County maintained major road on the St. Louis County Arterial Road System ("ARS") in both incorporated (City or municipality) or unincorporated St. Louis County, go to step #3. For streets or roads in a City (municipality), not an ARS road, go to step #2. A current listing of ARS roads can be found at: <https://stlouiscountymo.gov/st-louis-county-departments/transportation-and-public-works/roadway-publications-and-manuals/>. This procedure is not for unnamed roads needing to be officially named. For more information on the naming of an unnamed road, contact the St. Louis County Assessor's Office (at the phone number listed on Page 3 of 4).
- 2) Street and road name changes within a City (municipality) (other than an ARS road), shall take place through that City (municipality), not through St. Louis County. The Assessor's Office and the appropriate City (municipality) should be contacted prior to the changing of a street or road name within that City (municipality), to check for duplication of street names and focus on any addressing problems that would occur as a result of the street name change.
- 3) The Department and Assessor's Office should be contacted prior to the preparation of the street name change petition in unincorporated St. Louis County and for roads maintained by St. Louis County in a City or municipality (ARS roads). They will try to help you with this procedure. Contact information can be found on Page 3 of 4 of this document.
- 4) For unincorporated streets or roads (or ARS roads), a "Petition for Change of Street Name" is to be prepared by a Petitioner, on forms approved by the Director of the St. Louis County Department of Transportation & Public Works ("Department"). The Petitioner is typically someone who lives on or owns property on the street or road proposed for a street name change. A blank PDF Petition, a fillable PDF Petition, and a copy of the "Street Name Change" procedure wording contained in **Chapter 1105.125 - Procedure for Change of Street Name (Chapter 1105, Title XI SLCRO 1974 as Amended)** (most recently amended by St. Louis County Ordinance No. 26,072, 2015), are attached to this procedure list, and is also available on the Department's "Roadway Publications & Manuals" Internet webpage at: <https://stlouiscountymo.gov/st-louis-county-departments/transportation-and-public-works/roadway-publications-and-manuals/>. A listing of ARS roads is also shown on this webpage.
- 5) The petitioner should list on the "Petition for Change of Street Name", the printed names and addresses of all the current property owners abutting and affected by the proposed street name change. The street location and property information can be found in the "Property Lookup" app, located on the "Interactive Maps for St. Louis County" GIS webpage at: <https://data-stlcogis.opendata.arcgis.com/app/e70f8f1814a34cd7bf8f6766bd950c68>. The current property owner's information should be shown on the map when using a left mouse click inside the property lines. This list of current property owners would include all the abutting owners of record for occupied buildings, vacant buildings, rental property, vacant lots, common ground, etc. All abutting and/or affected property owners, as previously described, shall be notified of the proposed street name change request by the petitioner. Proof of proper notice shall be by signature on the petition,

either agreeing to or opposing the proposed street name change, signed "Certified Mail - Return Receipt Requested" card attached to written notification, or by other method as allowed by the Department. Those property owners objecting to the proposed name change may also send their objection to the Office of the St. Louis County Clerk ("Clerk") if they so desire. Those properties listed on the petition not containing signatures, may be considered by the Department as objections to the proposed street name change, unless written approval is received in other form by the Clerk or the Department. Other parties as determined by the Department may also need to be contacted regarding this proposed street name change (such as an approval letter from a City for an ARS road located in that City).

- 6) For street or road name changes through St. Louis County, the "Petition for Change of Street Name", along with a filing fee of Seventy-Five Dollars (\$75), made payable to the "St. Louis County Clerk", shall be filed with the Office of St. Louis County Clerk ("Clerk"). An informational copy of the submittal (preferably in PDF form) should be provided by the Petitioner to the Department and Assessor's Office at the time of filing.
- 7) The "Petition for Change of Street Name" is placed on the St. Louis County Council Agenda. The St. Louis County Council forwards the Petition to the Director of the Department of Transportation & Public Works (Department) for review and recommendation.
- 8) The "Petition for Change of Street Name" is reviewed by the Department, and the names and signatures on the petition are verified with the current property owners of record as shown on the Department of Revenue's "Real Estate Information" webpage and the County GIS system. The number of street name signs to be installed or replaced is determined by the Department's Signing Section. The Assessor's Office is contacted by the Department to check for duplication of street names and any potential addressing problems. After completion of the Department's review, the Department notifies the Petitioner of any requirements that still need to be met and the required signage fee for replacement and erection of new street name signs in the maintained St. Louis County right-of-way (\$110 for the first sign and \$50 for each additional street name sign required).
- 9) After all the Department requirements are completed, and the required signage fee is received by the Department (check made payable to "Treasurer, St. Louis County"), the Director of the Department will submit a Council Report with review comments to the St. Louis County Council.
- 10) The County Council acts on the "Petition for Change of Street Name", considering the comments of the Department and the Assessor's Office. Legislation is requested by the County Council from the Office of the County Counselor. The County Counselor prepares and submits a Bill, which is introduced to the County Council. Typically, at the County Council meeting following Bill introduction, the Bill is perfected and slated for final passage at the next County Council meeting. If the County Council chooses to approve of the Bill, the Bill is then sent to the County Executive for signature, after which it becomes an Ordinance. The Ordinance officially becomes effective 15 days after signature by the County Executive.
- 11) If the County Council does not pass legislation for the street name change within 60 days of receipt of the Department's recommendation, the petitioner may request a refund of the signage fee from the Department (as described in **Chapter 1105.125 - Procedure for Change of Street Name**). Appropriate entries will be added to the "Office Use Only" section of the street name petition by the County Clerk.
- 12) If a public street name is changed, the new street name sign(s) will be installed in the maintained public road right-of-way by the Department once the legislation is approved by St. Louis County and the street name has officially been changed.

- 13) If a private street name or an unaccepted public street name is changed, and the street intersects a street maintained by the Department of Transportation & Public Works, the Department will install the new street name sign(s) in the County maintained public road right-of-way, once the legislation is approved by St. Louis County and the street name has officially been changed. Any installation of new or replacement signs required by the Department of Transportation & Public Works in the private road or unaccepted public road right-of-way, shall be the responsibility of the owner or owners of the private road, or those having jurisdiction over the street. Signage shall meet the current Manual on Uniform Traffic Control Devices (MUTCD) standards, and the St. Louis County Signing Standards (Standard Drawing C903.10, "Subdivision Street Name Signs, Details and Locations", and "Standard Specifications for Road and Bridge Construction" Manual, Section 903, "Road Signing") as shown on the Department of Transportation & Public Work's "Roadway Publications & Manuals" Internet webpage at: <https://stlouiscountymo.gov/st-louis-county-departments/transportation-and-public-works/roadway-publications-and-manuals/>. The correct installation of any required street name signs in the private road or unaccepted public road right-of-way will be verified by the Department.

St. Louis County Name Change Contacts

St. Louis County Clerk

41 South Central Avenue, 1st Floor
Clayton, Missouri 63105

Attention: Mr. Kevin C. McKenna
Chief Deputy County Clerk

Phone: (314) 615-7171
Fax: (314) 615-7890

E-mail: KMckenna@stlouiscountymo.gov

St. Louis County Assessor's Office

41 South Central Avenue, 3rd Floor
Clayton, Missouri 63105

Attention: Ms. Mary Coffindaffer
Address Coordinator /
GIS Technician

Phone: (314) 615-2531
Fax: (314) 615-3863

E-mail: MCoffindaffer@stlouiscountymo.gov

St. Louis County Department of Transportation & Public Works

1050 N. Lindbergh Boulevard
Creve Coeur, Missouri 63132

Attention: Mr. John J. Shrewsbury, P.E., P.L.S.
Transportation Planning Supervisor

Phone: (314) 615-8637
Fax: (314) 615-8194

E-mail: JShrewsbury@stlouiscountymo.gov

ST. LOUIS COUNTY ORDINANCE 26,072, 2015
AMENDING CHAPTER 1105, TITLE XI SLCRO 1974 AS AMENDED

Chapter 1105.125 - Procedure for Change of Street Name.

1. Petitions for change of street name(s) shall be filed with the County Clerk on forms approved by the Director. Each petition shall identify by address all properties affected by the request and shall contain the signatures of all affected property owners who agree to the proposed change. Each petition shall be accompanied by a filing fee of seventy-five dollars (\$75.00).
2. The County Council shall refer the petition to the Director for Review and recommendation. The Director shall consult with the Mapping Division of the Department of Revenue and determine whether the majority of affected property owners favor the petitioned change, whether the change could be made without undue confusion in the provision of emergency, mail and other services, and the cost of signage for the proposed change. Upon receipt of payment of the cost of signage from the petitioner, the Director shall advise the Council of his recommendation.
3. Upon receipt of the Director's recommendation, the County Council may effectuate the petitioned change of street name(s). The Director shall upon petitioner's request refund the payment for signage if legislation effectuating the petitioned change(s) has not been passed within sixty (60) days of receipt of the Director's recommendation.