

Official Street Renaming Entrance Requirements

Authority:	Denver <i>Revised Municipal Code</i> , § 2.3.3(c) "Powers and Duties of the Department of Transportation and Infrastructure"; and § 49-63 "City engineer to renumber or rename streets"
Purpose:	The purpose of this document is to summarize the key issues and processes related to Official Street Renaming.
Version/Date:	Version 2.0; July 6, 2023
Proponent Interface	Majority of communication between the City and Proponent will be through the District City Council office and DOTI Right-of-Way Services: Survey; 201 W. Colfax Avenue, Dept. 507; Denver, CO 80202; 720-865-3002. Additional agencies will be contacted as appropriate.
Reviewing Agencies, Departments & Companies:	<ul style="list-style-type: none"> ➤ City Agencies/Departments <ul style="list-style-type: none"> • Community Planning and Development (CPD) <ul style="list-style-type: none"> ○ Planning Division ○ Project Coordinator ○ Zoning Division ○ Building Department ○ Landmark • Office of Disability Rights • District City Councilperson and Aides • Denver International Airport (DIA) <i>(If airport access is impacted)</i> • Emergency Management • Asset Management • Denver Fire Department • Denver Police Department • Parks and Recreation Department • City Forestry • IPM Bridge <i>(If City maintained bridge is impacted)</i> • DOTI Development Engineering Services <ul style="list-style-type: none"> ○ Survey ○ Addressing ○ Construction Engineering ○ Street Maintenance ○ DES Transportation Engineering ○ DES Wastewater Engineering ○ ER Wastewater ○ ER Transportation ○ Policy and Planning ○ Transportation and Mobility ○ Solid Waste • Other agencies as required ➤ Outside Agencies <ul style="list-style-type: none"> • Colorado Department of Transportation (CDOT) <i>(If State Highway is impacted)</i> • Comcast • Denver Water • Metro Wastewater Reclamation District (MWRD) • CenturyLink • Regional Transportation District (RTD) • Xcel Energy • AT&T • Verizon • T-Mobile/Sprint • Other agencies as required

<p>How are Streets Officially Named?</p>	<p>There is a pattern to the names of streets in the City and County of Denver and the metro area. This pattern extends out into the suburbs and forms a consistent means of locating addresses. Per the City Charter, the City Engineer has the authority to name streets and assign addresses in the City and County of Denver. Most streets are named when the subdivision plat is formally adopted by ordinance. In other instances, small segments of city owned property are assigned a street name when "dedicated" by ordinance as city right-of-way.</p>
<p>Why would a street be officially renamed?</p>	<p>In some cases, a change to the street name is needed to fix a typographic error that occurred on an official document or to improve wayfinding. These types of changes generally have overwhelming support by the community that is directly impacted.</p> <p>In other cases, a person or group desires to name a street in honor of a person's accomplishments. These types of changes generally have support by an advocacy group, but it is time consuming and costly to determine how much support exists by a community that is directly impacted by the street renaming.</p>
<p>What happens when streets are officially renamed?</p>	<p>Official street renaming changes all legal documents for land addressed along the renamed section of street. All addresses change, and stationary, monthly bills, signs, etc. must be changed. Residents/business owners directly impacted may incur considerable expense.</p> <p>Street renaming also changes all official City maps, utility records, 911 systems, city street signs, and in some cases highway signs, etc. Depending on the situation, the cost can range from a few thousand to hundreds of thousands of dollars.</p>
<p>What has been the City's policy on officially renaming streets?</p>	<p>Official street renaming has always been problematic; therefore, since 2002 it has been the policy of DOTI to not Officially rename streets. The key issues are as follows:</p> <ul style="list-style-type: none"> ➤ A complex and costly process is required to accurately determine the support for the name change by the residents/businesses directly impacted. ➤ Substantial financial impact on the City and the impacted citizens. Proponents generally have little or no money behind their initiative. The cost of both the process and the construction is often unfunded or grossly underfunded. ➤ Expedient wayfinding and emergency service delivery is more difficult when an off-pattern street name is added to the patterned street name system. Emergency service providers are not always familiar with the service areas. <p>It is the recommendation of DOTI that <u>streets are not officially renamed</u> unless a need critical to emergency service delivery, or the health and safety of the citizens is demonstrated.</p>
<p>Official Rename Application Process</p>	<p>1. Request to the Department of Transportation and Infrastructure (DOTI)</p> <ul style="list-style-type: none"> ➤ Request should include: <ul style="list-style-type: none"> • Application • Map of the street, including all effected intersections • Initial Processing Fee ➤ DOTI will notify the City Councilperson who represents the District that the Street Renaming is proposed within. <p>2. Public Petition</p> <ul style="list-style-type: none"> ➤ DOTI Survey will have 15 business days to provide the Requestor and District City Council office lists of: <ul style="list-style-type: none"> • official parcel addresses, ownership name, contact information; and • all registered neighborhood and business organizations information within the designation area and/or potentially affected by the proposed change. ➤ The Requestor shall have 90 calendar days to return the results of Petition to DOTI. Documentation includes: <ul style="list-style-type: none"> • Completed petition. Each entry must include: <ul style="list-style-type: none"> ○ property or business owner's name ○ property address in the affected area and contact address (if different); ○ property owner's phone number and email address (if available); ○ property or business owner's signature; and ○ official indication of the signatory's support or opposition.

**Official
Rename
Application
Process
(continued)**

- HOA designee will sign the petition for properties with multiple ownership (i.e. condominium building).
 - HOA must provide letter of support or protest
- Written responses from all registered neighborhood and/or business organizations whose boundaries include the proposed area for the official designation.
- To advance the official street name designation proposal, the Requestor must:
 - demonstrate to DOTI that input was received from 75% of the official addresses, with 75% of those responses in favor; and
 - provide written support from simple majority of all registered neighborhood and/or business organizations
- DOTI shall have 15 business days to determine if the requirements of the Petition have been satisfied.
- Once DOTI is satisfied that the Requestor has met the above criteria, the Requestor will pay the Application Fee, as detailed in the Fees section of this document.

3. City/Agency Review

- Upon payment of the Application Fee, DOTI will provide materials submitted by the Requestor to the entities listed in the Review section of this document for review. Review period is a minimum of (3) weeks.
- Responses will be made available to the Requestor on the denvergov.org website, at <https://www.denvergov.org/content/denvergov/en/transportation-infrastructure/documents/engineering-plan-review/electronic-review.html> as they are returned.
- Upon expiration of the initial 3-week review period, DOTI will send a status report to the Requestor listing all **approvals, denials, and non-responses**.
- Requestor is required to remedy **all denial(s)** and any outstanding conditions of approval by working directly with the responsible agencies before proceeding. Any resolution of comment(s) must be documented.

4. Public Notification

- Upon removal of all denials, the Requestor may begin the Public Notification process.
- DOTI will provide the Requestor with:
 - Detailed information about where Public Notification signs shall be placed
 - Exact specifications for color, size, material, wording, and lettering of signs
- Requestor will fabricate and post notification sign(s) at the location(s) specified by DOTI. Requestor is responsible for all costs associated with Public Notification signage and placement and must notify DOTI upon completion of sign placement.
- Required 20-day posting period will commence once DOTI verifies that signs meet all requirements.
- Any protests sustained by the Manager of DOTI during the 20-day posting period must be resolved in writing by the Requestor and the protesting party(ies). Protest resolution shall be attempted in the following order: (1) the Requestor will try to resolve each protestor's concerns and have them provide written removal of their protest to DOTI; (2) mediation shall be taken through the Community Mediation Concepts and the outcome given, in writing, to the DOTI Supervisor; (3) A public meeting *may* be held by the Manager of DOTI or his/her designee if no resolution is reached.
- Upon determination that protests cannot be sustained, or sustained protests have been resolved, DOTI will provide Requestor with Sign Inventory Guidelines.
- DOTI will determine if a Parcel Description is required. **If** a Parcel Description is required:
 - Requestor will provide one (1) electronic PLS signed/stamped Parcel Description conforming to the standards set by DOTI Survey.
 - Parcel Description standards are available on the denvergov.org website, at: <https://www.denvergov.org/content/denvergov/en/transportation-infrastructure/programs-services/right-of-way-survey/guidelines-for-land-descriptions.html>. Questions should be directed to DOTI Survey.
 - A Parcel Description Review Fee, as detailed in the Fees section of this document, must be included with the submittal.
 - Advancement of the official street name designation proposal cannot proceed until the Parcel Description is accepted by DOTI Survey.

<p>Official Rename Application Process (continued)</p>	<ul style="list-style-type: none"> ➤ Requestor will provide DOTI a map including all the effected intersections and data mandated on the Traffic Signal, Sign and Pavement Marking Standards, and through guidance from DOTI Transportation and Mobility ➤ DOTI shall then determine if the required street signs will be fabricated by the City or outside contractor paid by the Requestor. <ul style="list-style-type: none"> • If it is determined the City will fabricate the street signs: <ul style="list-style-type: none"> ○ Requestor will provide DOTI a written request for street sign fabrication and installation cost estimate. DOTI will have 60 days from receipt of the request to prepare the cost estimate. ○ The final cost estimate will be forwarded to the Requestor and the District City Council office. ○ Requestor shall have 180 days to provide written verification to DOTI that funds are available for sign construction and installation. • If it is determined the street signs are to be fabricated by an outside contractor: <ul style="list-style-type: none"> ○ Requestor will provide DOTI street sign designs produced by the contractor. ○ Advancement of the official street name designation proposal cannot proceed until the street sign inventory and sign designs are accepted by Transportation Engineering Services. Proposals effecting DIA, require DIA approval of all street sign inventory and sign designs items impacting airport access. Proposals affecting a State Highway require Colorado Department of Transportation (CDOT) approval of all street sign inventory and sign designs items impacting state highways. <p>5. Implementation</p> <ul style="list-style-type: none"> ➤ DOTI will forward Request for Ordinance to the Office of the Manager of DOTI. Request for Ordinance will typically follow usual process for DOTI agenda items. Scheduling and time frames are subject to change. Expect a minimum of 6 weeks between submission of the Request and final disposition. ➤ If ordinance request is approved by City Council: <ul style="list-style-type: none"> • Requestor shall coordinate schedule for sign installation with DIA (if applicable), CDOT (if applicable) and the area specific DES Construction Inspector; and • Obtain all necessary Public Occupancy Permit(s). • DOTI will update address card database, ➤ DOTI will provide a full list of affected agencies, businesses, and property owners of the official street rename. Requestor shall provide written notification of the street rename to all listed. ➤ DOTI will authorize the Requestor to contact DOTI Signage department to request them to install all required signage to complete the renaming.
<p>Fees:</p>	<ul style="list-style-type: none"> \$ 500.00 Initial Processing Fee (non-refundable) \$ 2,500.00 Application Fee - Official Street Rename (non-refundable) \$ 300.00 Parcel Description Review Fee – when required (non-refundable) \$ 50.00 Address Assignment Card (per address that must be changed) Addresses to be changed will include the interior addressing of multi-unit properties (i.e. condominium, apartment, and commercial buildings, etc.) \$ 300.00 Ordinance Fee (non-refundable) <p>Checks or Money Orders must be made payable to Manager of Finance.</p> <p>Fees are subject to change and are available on our website www.denvergov.org/dotipermits.</p>
<p>Document Location</p>	