County of Prince William
Guideline for Citizen Street Renaming Request

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(703) 792-6840

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Please Note: this process is a commitment by all affected parties to rename the street on which their property is addressed. If the proposed street name is approved, there will be an address reassignment for each property, and all owners will be impacted personally and financially. Affected property owners are responsible for notifying personal correspondents and will bear whatever expenses incurred due to changing personal information, i.e., address numbers on house/mailbox, drivers licenses, bills, credit cards, stationary, checks, legal documents, home-based business, etc.

1. Choosing a Street Name:
   • You must contact the Geographic Information System (GIS) Office to get a pending street name approval prior to obtaining petition signatures. All street name (public or private) changes must be approved by the Board of County Supervisors (BOCS).
   • The person initiating the street name change request is the **citizen contact** for this process.
   • The [street directory](http://www.pwegov.org/DCSM) may be viewed online.
   • The proposed street name must conform to the Prince William County Design and Construction Standards Manual (DCSM) Section 603.22 & 603.23, as follows:
     - Duplication of existing street names in Prince William County (PWC) or cities and towns surrounded by Prince William County shall not be approved.
     - Near duplications in spelling, confusing spelling, or street names that are phonetically similar shall not be approved.
     - Street names shall not exceed seventeen (17) characters in length, including spaces between words and excluding the street type designation. Names containing hyphens, apostrophes, or other non letter characters shall not be approved.
     - Street names shall not contain more than three (3) words, with the exclusion of the street type.
     - To view the DCSM online, go to [http://www.pwegov.org/DCSM](http://www.pwegov.org/DCSM)
   • Naming a Street After a Person:
     - If you wish to name a street after a **living person** and wish to use their first and last name (i.e., John Smith Drive), a document of consent must be received from this individual.
     - If you wish to name a street after a **deceased person** and wish to use their first and last name (i.e., John Smith Drive), a document of consent must be received from this individual’s family.
     - If you wish to name a street after a **deceased historical figure** and wish to use their first and last name (i.e., George Washington Drive), the street name must be reviewed by the GIS Office.
     - If you wish to only use first name (i.e., Mary St.) or last name (Jones St.) then you do not need to have a consent document.
2. **Petition Process:**

- **Request**
  The official Prince William County (PWC) Street Renaming Request Petition (form attached), with the proposed street name, must be signed by all affected property owners currently addressed on the existing street name. There must be 100% agreement among the ownership. If agreement is unanimous, a cover letter requesting the street name, a justification of why this change is necessary and the original petition must be sent to the GIS Division Chief. The owner information shown on the Petition is subject to validation. Only the official PWC Petition form may be used. If necessary, the petition form may be copied.

- **Review**
  After the Petition request is received, it will be responded to within fifteen (15) business days with pending approval or disapproval from the GIS Office. The citizen contact will be notified and it is their responsibility to notify all other affected citizens.

  - Upon pending approval from the GIS office, the request will be sent to the Clerk of the Board of County Supervisors (BOCS) for placement on the next available BOCS Agenda. The citizen contact will be notified with the date and it is their responsibility to notify all other affected citizens.

3. **Board of County Supervisors (BOCS) Approval Process:**

- The BOCS Agenda date is assigned by the Clerk to the Board
- The BOCS approves or denies the request at their regularly scheduled meeting.
- This street name change does not become official until the BOCS minutes have been approved, which may take up to 30 days. After the signed resolution is received by GIS, the official address reassignment process will begin.

4. **Address Reassignment Process**

- A reassignment letter, area map and a copy of the signed BOCS resolution changing the address, will be sent to all property owners. The address reassignment is effective 30 days from the date of the letter.
  - The existing address number is used whenever possible. However, in certain scenarios the address number may be required to change.

5. **Street Sign**

- The GIS Office will order new street sign(s) from the PWC Department of Public Works Sign Shop.
  - Sign installation will occur on or about the effective date of the reassignment, at the expense of citizens involved (Citizen Contact) at approximately $150.00 per sign.

6. **Compliance**

- Within 30 days after the effective date of the address reassignment, field inspections will be performed, if needed, by PWC Fire & Rescue personnel to make sure street numbers have been changed.

If you have any questions that have not been answered within these guidelines, please contact an Addressing staff member in the GIS Office at 703-792-6840 or pwcmaps@pwcgov.org.
Please note that by signing this petition you are agreeing to rename the street on which your property is addressed. If this proposed street name is approved, there will be an address reassignment for each property which will cause all owners to be impacted personally and financially. Affected property owners are responsible for notifying personal correspondents and will bear whatever expenses are incurred due to changing personal information (i.e., drivers licenses, bills, credit cards, stationary, checks, legal documents, home-based business, etc.). The GIS Office will notify various county agencies, the U.S. Postal Service and various utility companies through e Notifications. The proposed street name is:

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