

EL PASO COUNTY



COMMISSIONERS:
DARRYL GLENN (PRESIDENT)
MARK WALLER (PRESIDENT PRO
TEMPORE)

STAN VANDERWERF
LONGINOS GONZALEZ JR
PEGGY LITTLETON

Department of Public Works
ADA/Safety ~ Facilities ~ Fleet ~ Security and Parking ~ Transportation ~
Office of Emergency Management/Hazardous Materials Team

PROPERTY OWNER PROCEDURE FOR ROAD NAME CHANGES EL PASO COUNTY ROAD SYSTEM

1. The Petitioner must find an acceptable name that conforms to the rules of the El Paso - Teller E911. They must be contacted for the preliminary approval and review of the new road name. The contact person for approval of the new road name is Justin Annan (719) 785-1973 or email [JAnnan@elpasoteller911.org]. Justin will be able to send you the naming conventions used by the Emergency Response System. He can preliminarily approve an acceptable name. Please have several names for him to review since the emergency system has numerous rules governing duplications, prefixes, common English spelling, etc.
2. On the Petition, please state, in the area provided or on a separate sheet, the reason for requesting the road name change. It is favorable for changing the road name if the change has a basis for public safety and clarification of road directions.
3. A Petition may also be requested by a group. Meaning that all property owners affected by the change, i.e. adjacent property owners along the section of road the name change will impact, may sign a request stated with the reason for the road name change, and then it can be presented to the DOT for final processing.
4. A vicinity map will be provided for clarification.
5. After the Petition is returned to our Dept., all Property Owners bordering that section of roadway will receive, by mail, a notification of the proposed renaming. After a period of time and allowing responses for letters of objection or support to the proposed renaming, then the petition will be circulated by DOT to obtain signatures from the various Dept.'s involved. After the necessary signatures are obtained, then the Petition will be scheduled for final approval by the Board of County Commissioners. Any letters of support or objection will be enclosed with the Petition.



PETITION FOR ROAD NAME CHANGE
 EL PASO COUNTY

Existing Road Name _____
 Proposed Name _____ Area _____
 Name of Petitioner _____ Agent for _____
(To be completed by Petitioner)
 Reason for Request:

 Note: A vicinity map or sketch may be attached for clarification

(To be completed by the Department of Transportation)
 County Road No. _____ Length _____ County Maintained
 Sec. _____ T _____ S _____ R _____ W _____ Surface _____ Not County Maintained
 Engineering Technician Traffic Engineer Transportation Planner County Engineer
 I hereby certify that all adjacent property owners have been notified of this petition and any letters of objection or support will be enclosed.
 Signed: _____
 Engineering Technician

APPROVE	DISAPPROVE	
<input type="checkbox"/>	<input type="checkbox"/>	911-Management Co. _____
		Comments: _____
<input type="checkbox"/>	<input type="checkbox"/>	Regional Building Department _____
		Comments: _____
<input type="checkbox"/>	<input type="checkbox"/>	El Paso Co. Development Services _____
		Comments: _____
<input type="checkbox"/>	<input type="checkbox"/>	El Paso Co. DOT _____
		Comments: _____

ACTION BY THE BOARD :

Date Accepted and Recorded in Minutes: _____ By: _____
 Chairman, Board of County Commissioners
 Attest: _____
 Deputy County Clerk

Approved Copies To:

911-Management Company	USPS / Postmaster	Property Owners
Regional Building Dept.	Electric Co	DOT Traffic
Development Services	Utilities	DOT Eng. Tech.
EPC Assessor's Office	Telephone Co.	Fire Protection Dist
EPC Election Dept.	School District #	HOA / POA
EPC Sheriff's / CS police	Water /San Dept.	

The Petitioner is not required to attend the meeting. If approval is granted, then a second mailing notifying the property owners and various agencies involved of the new name is required. It is the responsibility of the individuals to adjust their personal correspondence records accordingly, i.e. (billing, relatives, etc.). The US Post Office will grant a period of one year for correspondence directed to the old road name. Please check with your local post office.

If you have any questions regarding the Petition or the above, please contact me 6:30am to 3:00pm at the following number: (719) 520-6840.

Respectfully,
Brian Kay
Engineering Technician – Assets
Public Services Department
3275 Akers Dr
Colorado Springs, CO 80922
719 520-6840