



**TOWN OF ARGYLE
308 DENTON ST. E
ARGYLE, TEXAS 76226
940-464-7273**

STREET NAME CHANGE PROCEDURES

Town of Argyle Resolution 2019-06 states that anyone wishing to rename or apply for a commemorative name for an Argyle street must submit a petition of two-thirds (2/3) of the property owners abutting the street to be renamed. The proposed name may not duplicate or be substantially similar to an existing street name. **Applicants should verify with the Community Development Department that the proposed name is not a duplication or substantially similar to a current street name prior to submitting the application.** An addressing checklist should be completed and provided with the application. The application should be forwarded with a cover letter describing the proposed change to:

**Town of Argyle
Attn: Town Manager
308 Denton Street East/PO Box 609
Argyle, Texas 76226**

Please include the following with your application:

1. A petition signed by two-thirds (2/3) of the property owners abutting the street to be renamed or to establish a commemorative name. (A list of property owners should be obtained from the Denton Central Appraisal District www.dentoncad.com.)
2. A site plan of the street to be renamed, showing the length of the street in tenths of miles, the location and number of street signs, and the zoning of abutting properties.
3. The reason for requesting the change.
4. Electronic copy of all documents and plans.
5. Fees for Street Name Change:
 - ▶ \$50.00 Review Fee
 - ▶ \$250.00 Deposit towards the cost of the sign/plaque and installation costs. Any costs in excess of \$250 must be paid by the applicant. If the application is denied or the costs of the sign or plaque are less than \$250, the Town will return the applicable portion of the deposit to the applicant.



TOWN OF ARGYLE
308 DENTON ST. E
ARGYLE, TEXAS 76226
940-464-7273

STREET NAME CHANGE APPLICATION

PROJECT NUMBER
PROJECT NAME
DATE PROCESSED
To be completed by staff

TYPE OF APPLICATION (SELECT ONE)

STREET NAME CHANGE*: []
FACILITY NAME CHANGE: []
COMMEMORATIVE STREET NAME*: []
PLAQUE ON COLUMN OF HONOR: []

*Indicates a petition must be submitted with two-thirds (2/3) of the property owners abutting the street.

APPLICANT INFORMATION

NAME OF APPLICANT(S)
ADDRESS
TELEPHONE #
CELL #
E-MAIL

NAME OF OWNER
ADDRESS
TELEPHONE #
CELL #
E-MAIL

PROPOSED CHANGE

CURRENT NAME OF STREET
PROPOSED STREET NAME (or commemorative name):
STREET IN QUESTION IS: [] public, or [] private
Approximate length of street:
Total Number of property owners abutting street to be renamed:
Total Number of property owners signing petition to change street name:
Percentage of property owners signing petition
Applicant [] does, or [] does not; agree to pay cost of street sign replacement for public street, (approx. \$65.00 per sign)

**EXHIBIT "A" to Resolution 2019-06
ARGYLE STREET AND FACILITY NAMING POLICY**

I. PURPOSE:

To establish a uniform policy regarding requests for the naming or renaming of Town-owned land and facilities including parks, recreation facilities, buildings, streets, and the designation of commemorative street names and plaques, that are compatible with community interest and will enhance the values and heritage of the Town of Argyle.

II. GENERAL:

- A. This policy shall establish the guidelines, criteria and process for naming or renaming of Town-owned facilities.
- B. The Town Council shall have the final authority to name and rename parks, recreational facilities, Town-owned buildings, streets and to designate commemorative street names and plaques.
- C. Under extraordinary circumstances that would cast a negative image upon the Town, any naming of Town-owned facilities in honor of an individual, family or group may be revoked at the discretion of the Town Council.
- D. The names of individuals or corporations or groups involved in controversial enterprises or activities, such as those that would be detrimental to the mission, vision or image of the Town of Argyle should be avoided.
- E. The donation of land, facilities, or funds for the acquisition, renovation or maintenance of land or facilities, shall not constitute an obligation by the Town to name the land and/or facility or any portion thereof after an individual, family or organization.
- F. Existing names are deemed to have historic recognition. It is the Town of Argyle's policy to keep the name of any existing park or Town-owned buildings, or streets, particularly one whose name has Town or regional significance, unless there are compelling reasons to consider such a change; after a thorough study and a unanimous vote of the Town Council. Furthermore, the Town will consider renaming to commemorate a person or persons, posthumously, only when the person or persons have made a major, overriding contribution to the Town and whose distinctions are as yet unrecognized.
- G. It is the intent of this policy to prohibit, except under extraordinary circumstance with a supermajority vote (4 to 1) of the Town Council and a required minimum of 2/3 of the affected property owners' written approval, the changing of street names or establishing a commemorative street name on streets that have existing homes or businesses using the street name in their address, or streets which connect with

adjacent jurisdictions.

- H. Street naming and renaming shall be made by Town Council ordinance or as a result of an approved and recorded plat.
- I. All costs including staff time, labor and materials associated with the installation of plaques, monuments and/or replacement of signs resulting from this policy will be borne by the individual, group or organization sponsoring the request.

III. NAMING CRITERIA

A. PARKS, TOWN-OWNED BUILDINGS AND RECREATIONAL FACILITIES:

1. Naming shall begin early in the development and/or acquisition as possible.
2. Names should be appropriate to the park, Town-owned building, or recreational facility by reflecting the native wildlife, history, flora, fauna, geographic area, or natural geologic features related to the community of Argyle.
3. Names can be from significant historical events, cultural attributes, a local landmark or for a historical figure.
4. Areas that can be recognized include: points of entry, walkways, trails, room or patio within a Town-owned building, recreational facilities such as group picnic areas, and physical features.
5. Names which reflect the Town's ethnic and cultural diversity are encouraged. Signage shall be in English.
6. Commemorative names honoring individuals or families should be based on the following criteria:
 - made lasting and significant contributions to the protection of natural or cultural resources of the Town of Argyle;
 - made substantial contributions to the betterment of a specific facility or park consistent with the established standards for the facility;
 - made substantial contributions to the advancement of commensurate types of recreational opportunities with the Town of Argyle;
 - be associated to an economic development or redevelopment activity;
 - had a positive impact on the lives of Argyle's residents;
 - has volunteered for ten (10) or more years of service to the community;

B. STREETS:

1. Names shall be unique, easily discernible, and simple to pronounce for public safety consideration. Similar sounding or duplicate street names shall not be

considered.

2. Street names may recognize native wildlife, flora, fauna or natural geologic features related to the community and the Town of Argyle.
3. Street names shall not contain more than 18-letter characters, including any combinations of spaces, or letters, designations in the base portion of the name.
4. Cumbersome, corrupted or modified names, discriminatory or derogatory names, from the point of view of race, sex, color, creed, ethnicity, religious affiliation, political affiliation or other social factors are not acceptable.
5. Names for public and private streets in a new subdivision shall be proposed by the developer, and in accordance with the Town Development Standards at the time of plat application. The street names are adopted by the Town when the final plat for the development is recorded.

C. COMMEMORATIVE STREETS NAMES AND PLAQUES:

1. Commemorative street name signs are additions to the street name and will not change the street address. Existing street names shall be retained and a supplemental sign or plaques shall be installed. Commemorative street name signs shall consider the same criteria for naming of streets.
2. Commemorative plaques shall be placed in common areas within the Town of Argyle. In recognition of individuals that should be honored for their accomplishments and contribution to the Town, a community COLUMN OF HONOR is to be established utilizing the columns on the pavilion at the park located at 135 Crawford Road. The COLUMN OF HONOR will be a permanent honor, consisting of a marker describing the honorees accomplishments, placed on a bronze plaque. Recognition will be made either at a Town Council Meeting or at a special ceremony at the COLUMN. The applicant or sponsoring group/organization will be responsible for the cost of the plaque. If a special recognition ceremony is requested, the applicant may be charged for the cost.

IV. CRITERIA

Criteria for street name change, facility, commemorative street names and plaques are as follows:

- A. Names honoring deceased individuals, groups, or families should be based on one or more of the following criteria:
 1. made lasting and significant contributions to the protection of natural or cultural resources of the Town of Argyle;
 2. made substantial contributions to the betterment of the Town of Argyle

- which has positively impacted the lives of citizens of the Town of Argyle;
3. be associated with an economic development or redevelopment activity in fulfillment of the Town's mission;
 4. commemorates a significant historical event; or
 5. contributed outstanding civic service to the Town for a minimum period of ten (10) years.

B. Names of living persons shall be considered only under one or more of the following circumstances:

1. The honoree contributed 50% or more of the cost of a major facility. A contribution is not required to be monetary (example: land or building);
2. The honoree initiated or contributed major time to the establishment of the Town project;
3. The overwhelming belief (public opinion) that the honoree would be likely be honored for that facility posthumously;
4. No other individual now living has, or is likely to have, greater public support for being honored;
5. The honoree has given extraordinary service to the Town and to the community; or,
6. The honoree has attained national or international prominence and achievement.

C. Naming after an individual who has served as a Town Official or as a Town employee shall occur after the person has separated from Town service and should be based on one or more of the following criteria:

1. Made contribution over and above the normal duties required by their positions.
2. Had a positive impact on the past and future development of programs, projects, or facilities in the Town of Argyle.
3. Made significant volunteer contributions to the community outside the scope of their job.
4. Had exceptionally long tenure with the Town of Argyle; a minimum of ten (10) years.
5. Significant public support for a memorial to the Town official or Town employee on the occasion of their death or retirement.

D. All requests for a street name change or commemorative street name must include a petition signed by two-thirds (2/3) of the affected property owners on the affected street section.

E. All requests for street name change or commemorative street name are intended to be for entire street lengths within the Town's jurisdiction to the extent possible.

V. NAMING PROCEDURE

- A. A request shall be submitted in writing on the standard application form. Fees associated with administration and hard costs for the sign or plaque placement will be at the expense of the applicant, such as sign procurement and installation costs. An application fee of \$50 has been established is required at time of application submission. In addition to the application fee, a deposit of \$250 is required for the cost of the sign or plaque and placement costs. Any costs in excess of \$250 must be paid by the applicant. If the application is denied or the costs of the sign or plaque are less than \$250, the Town will return the applicable portion of the deposit to the applicant.
- B. The applicant shall provide clear evidence that the individual to be honored has meets the criteria set forth in Section IV.
- C. The application will be reviewed for completeness based upon the naming criteria by Town Manager or his/her designee. All recommendations or suggestions will be given the same consideration without regard to the nomination source.
- D. For requests for a street name change, commemorative street name, plaque or name of a new facility which meet the requirements outline in this policy shall be scheduled for a public hearing before the Town Council.
- E. For street name changes and commemorative street names, written notice of a public hearing before the Town Council shall be sent to all owners of real property, as indicated on the most recently certified tax roll, on the street in question. Notice shall be sent at least ten (10) days prior to the meeting via first-class mail and shall contain the proposed name change and the date, time and location of the public hearing. Notification is not necessary for the installation of a plaque or when a facility is to be named.
- F. A street name change shall only be approved with a supermajority vote (4 to 1) of the Town Council after receiving a required minimum of two-thirds (2/3) of the affected property owners' written approval, the changing of street names that have existing homes or businesses using the street name in their address, or streets which connect with adjacent jurisdictions. Streets that do not connect to an adjacent jurisdiction and have with no established addresses only require a simple majority vote of the Town Council.