

Town of
GREENWICH

Town Hall · 101 Field Point Road, Greenwich, CT 06836-2540 · (203) 622-7894 · FAX 622-3795

The following is the suggested format for a petition to change the official name of a public or private street:

PETITION FOR STREET NAME CHANGE

“We, the undersigned, being all of the property owners abutting upon that portion of

_____, a _____ street,
(name of street) (public or private)

located in the Town of Greenwich, which commences at _____
(intersecting street)

and which ends at _____, for a length of _____
(intersecting street or cul-de-sac)

feet, more or less, and being desirous of changing the name to _____

do hereby affix our names below indicating our desire and approval of such change, and do hereby render notice to the Town of Greenwich and all interested agencies thereof, of the change of name as aforesaid.” Said road meets all the standards, and has been approved by the Department of Public Works.

DATED AT GREENWICH, CONNECTICUT

_____ (date)	_____ (printed name)	_____ (signature)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attached to this Notice should be an Affidavit indicating that this has been duly filed in the office of the Town Clerk, the wording of which should be as follows:

“ _____, being duly sworn, deposes and says that he has compared the foregoing copy with the original thereof, which has been duly filed in the office of the Town Clerk, Greenwich, Connecticut on the _____ day of _____, and that it is a true copy thereof.”

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ day of _____

Signed: _____

INSTRUCTIONS FOR STREET NAME CHANGE

The method for changing the official name of a street varies in the case of a private, public or proposed street. In each case, however, it is important that the suggested street name is not similar in sound or meaning to any existing street name in the Town of Greenwich. This principle is followed in order to facilitate emergency calls and deliveries. The proposed name is first submitted to the office of the Planning and Zoning Commission, who in turn will obtain approval of the name from the Highway, Police, Fire and Public Works Departments.

PUBLIC STREET

If the street is a public street, a petition, indicating the desire to change the name of a street, must be submitted that is signed by a majority of the property owners whose property abuts the street. The proposed name is submitted to Planning & Zoning for appropriate departmental approval. After said approval, the Applicant presents the petition to the Board of Selectmen, who will then send it to the Representative Town Meeting for Final Approval. The Selectmen's office will verify abutting ownership and notify the agencies and individuals listed below, upon approval:

Police Department	Town Clerk	Abutting Property Owners
Fire Department	Building Inspector	Planning & Zoning Office
Highway Department	Post Office	Board of Education
Tax Assessor	Registrar of Voters	Zoning Enforcement Officer

PRIVATE STREET

If the street is a private street, a petition, indicating the desire to change the name of a street to an approved name, and signed by a majority of the property owners whose property abuts the street, must be filed with the Planning & Zoning Commission, who in turn notify the various Town Agencies and individuals listed below, upon approval:

Police Department	Town Clerk	Abutting Property Owners
Fire Department	Building Inspector	Board of Education
Highway Department	Post Office	Zoning Enforcement Officer
Tax Assessor	Registrar of Voters	

PROPOSED STREET

Proposed street names, which appear on a proposed subdivision map will be filed in the office of the Planning & Zoning Commission, and the signature on the approved record and construction sheets will indicate their approval.

When a street name is changed, it is the individual property owner's responsibility to notify any other interested parties, such as associations, banks, mortgagors, insurance companies, etc., who might be concerned by the change, in order that the records are complete, and to facilitate mail deliveries, etc.