



Town of Greenwich
Planning & Zoning Department
Town Hall – 101 Field Point Road - Greenwich, CT 06836-2540
Phone: (203) 622-7894 - Fax: (203) 622-3795

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.