



February, 2009

**PIMA COUNTY  
DEVELOPMENT SERVICES DEPARTMENT**  
210 North Stone Avenue, 1<sup>st</sup> Floor  
Tucson AZ 85701-1207

Jennifer Stephens  
Addressing Official

Phone: (520) 740-6480  
Fax: (520) 740-6370

**PROCEDURE FOR NAMING A STREET**

Should you wish to name an unnamed street, you will need to complete the following steps:

- 1 Prepare a letter requesting to name an unnamed street:
  - a Include the proposed name of the street. To avoid duplication, please call 740-6480 and tell us your suggestions.
  - b Include the location of the street: township, range, and section. If the street is in a subdivision, please indicate the subdivision and plat.
- 2 Prepare a map showing the location of the street. List all the parcels next to the street. Identify each parcel by parcel owner and parcel (tax code) number.
- 3 If the street is not in a subdivision, please include the recorded legal ingress/egress of the street. In most cases, streets or easements are described in your deed.
- 4 You may do one of the following:
  - a Complete the attached petition. You must obtain a minimum of 51% of all property owners' signatures to submit the application.
  - b Submit a signed letter from each property owner. Again, 51% of the property owners must approve of the proposed name. The letter must include each property owner's parcel number.
- 5 Either hand deliver or mail all the materials to the mailing address listed on the top of this page.

If there are no objections to the proposed street name from any of the property owners, we will proceed with the street naming process. Furthermore, we will send a letter to all property owners indicating the date of the Board of Supervisors' Hearing. If you have any questions, please call 740-6480.



## PROCEDURE FOR NAMING A STREET FOREIGN LANGUAGE REVIEW

This procedure is essentially the same as described on the previous page for generally naming a street, except that you must submit a notarized affidavit of review compliance (page 3) from a qualified street name reviewer. The qualified street name reviewer must submit to Pima County Development Services Department Addressing Section evidence of a degree with a major in the language being reviewed, from a four-year college or university.

Pima County does not endorse any of the following suggested avenues for obtaining a reviewer. The list is merely a means for you to garner bids for language review for your proposed street name.

Alfonso Valenzuela  
Media Consultant  
Marketing Communications  
295 North Meyer #2  
Tucson AZ 85701  
(520) 882-2855

Linguistics Department  
University of Arizona  
(520) 621-7216  
(or check with the specific department within the College of Humanities)



### FOREIGN LANGUAGE REVIEW FORM

Language: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Location of street:

Township \_\_\_\_\_ S, Range \_\_\_\_\_ E, Section \_\_\_\_\_

The street name reviewer will assure correct usage and reasonable meaning consistent with the language used. The review will include:

- Correct spelling
- Proper gender and number
- An appropriate article
- Reasonable meaning
- "Polite" meanings
- Same language wording (avoid mixing languages)
- Proper use and placement of diacritical marks

Street Name	Language	Translation

The above street name has been reviewed per Pima County Development Services standards, and I certify that the name is correct as indicated.

Name of Reviewer: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

