

City of Hamilton Street Naming Procedures (applicable to Public and Private Roads)

1) City of Hamilton Pre-approved Street Name List:

- The City of Hamilton shall maintain a list of pre-approved street names for future new developments.
- Proposed street names are sorted based on geographic location (former municipality, ward, community, neighbourhood, etc.)
- All pre-approved, held and reserved street names that were specifically submitted by the former municipalities should be used exclusively within that municipality.

2) Adding a Name to the Pre-approved Street Name List:

- Applicants shall complete and submit a Street Name Request Form to the Growth Management Division, Planning and Economic Development Department.
- Proposed names shall comply with Schedule “B” to the Municipal Addressing and Street Naming By-law - “Criteria for the naming and renaming of Highways, Private Roads and Commemorative Streets”.
- Upon receipt of the Street Name Request Form, the proposed name will be reviewed by City staff and circulated to the Ward Councillor for information and comment. If required, the names may be circulated Emergency Services (i.e. fire, police & ambulance) for review and comment.
- If the proposed names are acceptable to all parties, the name will be added to the City’s pre-approved street name list.

3) Street Naming Procedure – Public Roads:

- The owner/developer/applicant shall obtain a copy of the pre-approved street name list from Growth Management staff and review the Municipal Addressing By-law for Street Naming criteria.
- Applicants are encouraged to select a street name from the City’s pre-approved street name list. If there are names on the pre-approved list that have been identified for use within the specific geographic area where the Street / Draft Plan of Subdivision is located, those names should be given first priority for consideration.



- If the applicant wishes to use a street name that is not on the pre-approved list, they may submit proposed names for review through the above procedure to add a name to the pre-approved list.
- The owner/developer/applicant shall give consideration to names of locally important historical significance.
- Street extensions should continue with existing street names. Street name type designations shall be in accordance with the table below.
- For lands within a Draft Plan of Subdivision, the owner/developer/applicant shall submit a written list of proposed street names and their locations shown on a reduced copy of the draft plan to the City’s Planning and Development Department, Growth Management Division, for approval. Final approval of the proposed street names will occur through Registration of the Draft Plan of Subdivision.
- In rare occurrences, streets will be required to be named, or reserved for future naming, outside of, or prior to, the Draft Plan of Subdivision process. In these situations, staff will identify the “reserved” name on the pre-approved street name list. At the appropriate time, the name will be finalized through the passage and registration of a By-law or through the Registration of the Draft Plan of Subdivision, whichever is applicable. The Ward Councillor will be consulted on these street name selections given their assignment outside of the normal development approvals process.

Street Name Type Designations

The owner/developer/applicant shall have regard to the roadway function, length, and configuration to determine the street type designation.

Street Type Designation	Criterion
Street, Avenue, Road, Boulevard, Drive	Applicable to all major thoroughfares or streets of several blocks in length.
Trail, Way	Applicable to streets which are winding or curved in nature
Terrace, Gardens, Grove, Pathway, Heights	Applicable to minor or short length streets
Lane, Mews	Applicable to all narrow streets generally used for service or private roads
Crescent	Applicable to streets forming a crescent
Circle	Applicable to streets that are circular in nature
Gate	Applicable to short streets that provide entrance to subdivisions

Square	Applicable to streets that form part of a square.
Court, Place, Green	Applicable to streets that form a Cul-de-Sac
Close	Applicable to streets that form a “P” shape with entry from another road
Hill or Rise	Applicable to streets that have a noticeable slope throughout the majority of its length

Note: *If the new street is an extension of an existing street which cannot be renumbered, then the use of the following qualifying words are permitted: North, South, East, West, Upper, or Lower*

4) Street Naming Procedure – Private Roads:

- A Private road created through a Draft Plan of Condominium and / or a Site Plan Control Application may or may not be named.
- In general, the decision to name a Private road is at the discretion of the developer / applicant. However, in accordance with the Municipal Addressing and Street Naming By-law, the City reserves the right to require a Private road to be named if it is determined necessary to identify locations of buildings or units.
- The process for selecting a name for a Private road shall follow the same procedure as outlined for Draft Plan of Subdivision applications.
- Final approval of the Private road name requires the passage and registration of a By-law in accordance with the public notice requirements identified in the Municipal Addressing and Street Naming By-law.

5) Street Re-Naming Procedure:

- All efforts shall be made to avoid changing the name of a street.
- A request to rename a street should be made only when a duplication of the name occurs within the City of Hamilton or when renaming would provide a general improvement to the City’s administration of essential services and is in the public’s interest.
- To request a street name change, the Proponent shall submit an application with a completed Street Name Change Request Form to the City’s Planning and Economic Development Department, Growth Management Division.
- The Street Name Change Request must include the following information:

- completed application form;
 - the proposed street name and location;
 - a sketch of the street and lands to be named;
 - a petition with the name, address and signatures of a minimum of 80% of the registered owners who own property which is addressed upon the subject land (NOTE: a maximum of one signature per property is permitted); and,
 - a non-refundable processing fee payable to the City of Hamilton.
- The proposed street name should be selected from a the pre-approved street name list of names maintained by the Growth Management Division. Any proposed names that are not on the pre-approved street name list shall be in accordance with Schedule "B" of the Municipal Addressing and Street Naming By-law.
 - Upon receipt of the complete Street Name Change Request application and processing fee, the request will be circulated to all relevant internal and external agencies; for review and comment. In addition, notice of the proposed Street Name Change shall be provided to all registered owners of property which is addressed upon the subject street.
 - The proposed Street Name Change Request will be considered at a Public Meeting of the City's Planning Committee. Staff will provide a staff report with a proposed recommendation. Notice of the Public Meeting will be provided to all registered owners of property which is addressed upon the subject street.
 - Following the public meeting, Council may at its sole discretion pass the necessary By-law to rename the Street, in accordance with the Municipal Addressing and Street Naming By-law.
 - The City is not responsible or liable for any costs arising from the Street name change.

Approved by City of Hamilton Council on March 9th, 2005
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