



# Instructions for Street Naming Request Application

## BACKGROUND INFORMATION

The submission of a Street Naming Request Application is required for all requests to name a street within Strathroy-Caradoc. A Street is any existing or proposed public or private street, lane or walkway within the boundaries of the Municipality of Strathroy-Caradoc.

Prior to the Municipality processing the application, it is required that a copy (1) of the attached application form be **COMPLETED**, and submitted along with the required documentation and processing fee of:

**Application fee:** \$300.00.

## SUBMISSION REQUIREMENTS

Submit (1) digital copy **OR** (1) hardcopy of the completed application form, supporting documents, and fee(s) by mail, email, or in person to:

Municipality of Strathroy-Caradoc – Building and Planning Department  
52 Frank Street  
Strathroy ON, N7G 2R4  
Tel: (519) 245-1070  
Fax: (519) 245-6353  
Email: [planning@strathroy-caradoc.ca](mailto:planning@strathroy-caradoc.ca)



FOR OFFICE USE ONLY	
File Number:	
Date Received:	
Related File Number(s):	

## Street Naming Request Application

### By-Law No. 83-22

<b>1. Applicant Information</b>							
<b>Registered Property Owner(s)</b>							
Name:							
Principle of Company (if owner is a company)(if applicable):							
Address:							
Town:		Province:		Postal Code:			
Telephone:		Cell:		Fax:			
Email:							
<b>Applicant (if other than the registered owner)</b>							
<b>Applicant is (please check box to which applies):</b>							
<input type="checkbox"/> Agent <input type="checkbox"/> Solicitor <input type="checkbox"/> Planning Consultant <input type="checkbox"/> Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant							
Other (please specify): _____							
Name:							
Address:							
Town:		Province:		Postal Code:			
Telephone:		Cell:		Fax:			
Email:							

## 2. Street Naming Type

Select the street naming type being requested (select **ONE** only):

### Naming a Municipal Street:

Is this Street public or private?

Public

Private

Is this Street an existing Street or a new development?

Existing

New Development

## 3. Street Name Details

Identify the location of the Street(s): (ex. Lane north of Oxford Street extended westerly from Frances Street):

List the name(s) being proposed:

#### 4. Required Attachments

Provide the following attachments with the Application for the type of Street Name being requested:

##### For a street name that honours a deceased individual:

<input type="checkbox"/>	1. Description as to how it meets the municipality approved street naming criteria in Section 4.1 and 4.2 of the Strathroy-Caradoc Street Naming Policy;
<input type="checkbox"/>	2. Information explaining the reason for the requested name(s);
<input type="checkbox"/>	3. Substantial biographical information about the individual or organization, including social media search results;
<input type="checkbox"/>	4. Documentation from the individual's family or organization providing consent for the request;
<input type="checkbox"/>	5. Information about the positive contribution made by the individual or organization; and,
<input type="checkbox"/>	6. A map or an illustration showing street location and major intersections.

##### For a street name that honours the Town's Settler and Indigenous history, heritage, unique features, geography, and natural heritage features:

<input type="checkbox"/>	1. Description as to how it meets the municipality approved street naming criteria in Section 4.1 and 4.2 of the Strathroy-Caradoc Street Naming Policy;
<input type="checkbox"/>	2. Information explaining the reason for the requested name(s);
<input type="checkbox"/>	3. Substantial historical or natural heritage documentation about the importance of the feature, event, or history;
<input type="checkbox"/>	4. Demonstrate how the name fosters positive community character and pride, and will strengthen neighbourhood identity;
<input type="checkbox"/>	5. Additional information as necessary to demonstrate the positive contribution the event, feature, history, etc. has to the Municipality; and,
<input type="checkbox"/>	6. A map or an illustration showing street location and major intersections.

<b>Applicant Signature:</b>	
<b>Date (yyyy-mm-dd):</b>	

#### Return the completed application along with the necessary attachments and fee to:

Municipality of Strathroy-Caradoc – Building and Planning Department  
52 Frank Street, Strathroy ON, N7G 2R4

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