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When making inquiries relative  
to this matter, please refer to  
the Council File No. **02-0196**

# City of Los Angeles CALIFORNIA



ERIC GARCETTI  
MAYOR

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**Council and Public Services Division**  
200 N. Spring Street, Room 395  
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## POLICY FOR NAMING OR RENAMING A COMMUNITY

The Los Angeles City Council adopted a policy on January 31, 2006 (Council File No. 02-0196), which provided a process for advocates seeking a name change for their community. A written application, including a petition, must be filed with the City Clerk to initiate the process to either change a neighborhood name or create one where none previously existed.

### POLICY EXEMPTIONS:

1. Requests for historical, cultural and commemorative designations for an area no longer than one linear block
2. Requests where community names that have been established are incidental to another City Council action which has had public input and a hearing process, such as the establishment of a Historic Preservation Overlay Zone, or other special district.

### FILING INSTRUCTIONS:

- ✓ Complete the attached Application and Petition as specified below:

- **Filing Requirement**

- Check the designated box re: Naming or Renaming an Existing Community
- Clarify the information contained in the attached Petition:

- 500 signatures

**OR**

- If the population of the neighborhood is less than 2,500 residents, then the petition should contain signatures from 20% of the population.

**NOTE:** The signatures must be from individuals who either reside in and/or have businesses, both profit and nonprofit, in the neighborhood being named or renamed.

- **Application Section #1 – Applicant Information**

- The Application must include the names and contact information of two or more advocates for the name change. The Applicants must reside within the boundaries of the area to be named.

- **Application Section #2- Community Information**

- The proposed and current (if any) name of the community must be included. Specify the reason and justification for the name change, including the rationale, any historical precedent or other relevant reason for the request.
- Any previously recognized name should be given consideration if the neighborhood is seeking to name or rename itself.

- Clearly indicate the street boundaries of the community to be named/renamed. A map of the proposed area must be attached. A legal description (street boundaries) of the area must also be included. An example of a legal description for boundaries is as follows:

Northern Boundary: Rover Street from Doe Avenue to Smith Road

Eastern Boundary: Smith Road south to Jones Place

Southern Boundary: Jones Place west to Doe Avenue

Western Boundary: Doe Avenue north to Rover Street

- **Petition**

- The individual responsible for circulating the Petition shall complete the Petition Cover Sheet to certify that the attached signatures were appropriately collected and valid.
- Include both the original Petition Cover sheet and the original Petition signature sheets when the Application is filed.
- Enter all Petition addresses into a spreadsheet (i.e. Excel, txt, or cvs) in the following order: house number, house fraction (i.e. 1/2), house direction (i.e. north, south, east, west), street name, street type (i.e. Avenue, Road, etc.), apartment number, city, state, zip. Each heading should be entered in to an individual column. Contact Council and Public Services at 213-978-1133 and a template of the spreadsheet can be sent to you via email. A completed spreadsheet is to be included in your Application Package.

**INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED.**

- ✓ Submit the Application Package to:

Office of the City Clerk  
Attention: Community Naming/Renaming  
Room 395, City Hall  
200 North Spring Street  
Los Angeles, CA 90012

- ✓ For additional information or assistance, contact Council and Public Services at 213-978-1133

**WHAT HAPPENS NEXT?:**

1. The City Clerk will review the Application for completeness (i.e. proper forms used, all information recorded, and applications signed and dated.) The Application packet will be date-stamped as received, pending content review.
2. The City Clerk will confirm that a Petition has been attached to the Application, which contains either 500 signatures or 20% of signatures for populations less than 2,500 people. The application will be evaluated within a 10-business day time frame (unless it is determined by the City Clerk's office that more time is necessary) so that the City Clerk staff can conduct a **content review** of the Application and Petition.

The **content review** includes confirmation that the minimum number of signatures have been filed and that all addresses listed on the Petition are located within the proposed boundaries of the area to be named. At the conclusion of the 10-business day content review period, the Application and Petition will be deemed complete and date-stamped as **approved for filing**.

- If the petition does not contain the minimum number of signatures required by this policy, then the Application and Petition will be returned to the applicant(s) with a letter stating that the application package is incomplete. The Applicant will then have an opportunity to resubmit the Application Package with the additional names.
3. Upon approval of the Application and Petition for filing, the City Clerk will establish a Council File and number, input the information into the Council File Management System (CFMS), and submit the file for referral to the

Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee. A six-month deadline for a public hearing will be noted for reference, though it is the discretion of the Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee Chair to schedule the item on the agenda. The City Clerk will further post a copy of the Application on its website so that the public is noticed of the filing.

4. The City Clerk will transmit a copy of the Application Package to each of the following departments for review and comment:
  - ✓ Department of Neighborhood Empowerment (DONE)
  - ✓ Transportation
  - ✓ City Planning
  - ✓ Bureau of Engineering
  - ✓ City Clerk – Records Management Division

The Bureau of Engineering, City Clerk - Records Management Division, and City Planning, will be specifically asked to review the application and comment on whether the proposed name reflects the historical and cultural significance of the community.

The City Clerk must receive departmental comments not later than 60 days after the initial filing date so that the comments can be considered and made available to both the Neighborhood Council(s) and Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee for consideration at their respective public hearings. The City Clerk will log and track department responses online via the CFMS.

5. DONE will also forward a transmittal letter and copy of the Application Package to the affected certified Neighborhood Council(s) covering the proposed area and any adjacent Neighborhood Councils, to hold public hearing(s) to consider the matter, if they desire. With respect to the Neighborhood Council public hearings, DONE will establish community outreach procedures for communities affected by the Application and Petition.

Based on the Application filing date, the City Clerk will designate the date by which the Neighborhood Council(s) should conduct a public hearing and submit findings and community impact statements to the City Clerk. This documentation should be completed and on file with the City Clerk one-month prior to the six-month, Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee public hearing deadline.

**NOTE** -- *The Neighborhood Council may waive consideration of matter and not conduct its own hearing, but they must notify the City Clerk within 30 days of receiving notice of the Application Package filing. If the affected Neighborhood Council(s) waives the public hearing, the matter will be expedited to the Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee for consideration at a public hearing, and after receiving the required reports from the aforementioned City Departments.*

6. After the Neighborhood Council holds a public hearing, the Neighborhood Council's findings and Community Impact Statement will be sent to the Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee for consideration at its public hearing. The City Clerk will receive this documentation, update CFMS, and attach documentation to the Council file as the matter progresses through additional committees, as necessary, and to the full City Council.

#### COMPLAINT/APPEAL PROCESS:

Support or opposition to the Naming/Renaming proposal may be filed when the specific matter is considered at: (1) the Neighborhood Council Public Hearing, (2) the Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee meeting, and/or (3) the City Council meeting. At any point in this process, an aggrieved party may also file a verbal or written complaint to the City Council, either in general or to a particular Councilmember that consideration was not given to a particular point of view.