

X.XX Naming of Charlotte County Public Facilities

ORIGINATING DEPARTMENT:

Administration

ADOPTED:

PURPOSE:

The purpose of this policy is to provide criteria for Charlotte County to use when naming a county-owned property or street.

Scope:

Policy affects county-owned property including but not limited to:

- building and structures
- real property
- including open space
- parks, recreation facilities, and rights of way, including streets

This policy does not apply to historically registered properties, state and/or federal roads and highways. Naming a facility for an individual is allowed posthumously (at least three years after date of death).

Procedures:

- receive naming request letter with justification
- staff performs background check
- staff places an item on the Board of County Commissioners' meeting agenda requesting approval

Name criteria:

- context and geographical location
- natural or geological features
- historical significance
- contributions (including financial) from individual or organization

Special criteria for street naming:

New streets within a subdivision are named as part of plat approval process

Streets must meet the following criteria:

- name cannot be in use (cannot be similar to road names in use)
- name must be approved by Charlotte County Fire/EMS for 911 consistency
- names should be one word and limited to 15 characters

Special Criteria for Parks and Recreation facilities naming:

Community Services Department facilities shall be named by the Board of County Commissioners following the recommendations by the Parks & Recreation Advisory Board which can apply to:

- park
- portion of the park
- designated facility
- public area
- monument
- body of water (pond/lake)

Guidelines:

- complete a Park Name application
- attach letters of support
- based on the decision of the Advisory Board, staff shall follow appropriate procedures to place an item on the Board of County Commissioners' meeting agenda requesting approval

SCHEDULED REVIEW DATE:

AMENDED: