

Application for Street Name Approval

Read instructions completely:

- 1. Please provide developer's name, address and contact information.
- 2. Please provide subdivision names if applicable.
- 3. Provide a proposed name and two alternates for each street.
- 4. Provide a master plan for all multiple unit subdivisions.
- 5. Provide a location/subdivision map representing all proposed streets.
- 6. Please fill out completely to prevent delays in processing your request.

NOTE: Allow 30 to 60 days to process.

City of Schertz

PLANNING & COMMUNITY
Development
1400 Schertz Pkwy
Schertz, TX 78154
Phone 210.619.1780
FAX 210.619.1769
www.schertz.com

Date

Resources

The applicant is responsible for submitting this form to the appropriate county addressing office and copy to the City of Schertz GIS department at gis@schertz.com. Choose the contact information below based on the location of your project. If you are unsure of the correct agency to contact please call or email at (210) 619-1184 - gis@schertz.com.

Bexar County
Bexar Metro 9-1-1 Network District
911 Saddletree Ct., San Antonio, Texas 78231
Phone 210.408.3911
FAX 210.408.3912

Guadalupe County
Guadalupe County Road and Bridge Department
2605 N. Guadalupe St. Seguin, TX 78155 Phone
830.379.9721 - FAX 830.372.3249

Comal County
Comal County Engineer's Office
195 David Jonas Dr., New Braunfels, TX 78132
Phone 830.608.2090 - FAX 830.608.2009

Schertz
GIS Department
1400 Schertz Pkwy, Schertz, TX 78154
Phone 210.619.1184
FAX 210.619.1769

Developer Information

Name	Address	City	State	ZIP Code	Telephone	FAX	Email

Surveyor/Engineer Information

Name	Address	City	State	ZIP Code	Telephone	FAX	Email

Subdivision Information

Name	ZIP Code	MAPSCO Page & Grid	Public/Private Roads

Proposed Street Names

				Approve/Deny							Approve/Deny		
				COUNTY	911	USPS					COUNTY	911	USPS
1.							7.						
ALT#1							ALT#1						
ALT#2							ALT#2						
2.							8.						
ALT#1							ALT#1						
ALT#2							ALT#2						
3.							9.						
ALT#1							ALT#1						
ALT#2							ALT#2						
4.							10.						
ALT#1							ALT#1						
ALT#2							ALT#2						
5.							11.						
ALT#1							ALT#1						
ALT#2							ALT#2						
6.							12.						
ALT#1							ALT#1						
ALT#2							ALT#2						

For Office Use:

Subdivison Included		County	BM 911 District Network	USPS	Schertz GIS
Yes	☐	No	☐	Reviewed by	Reviewed by
				Date	Date

Guidelines for Submission of Street Names for Use in the Bexar Metro 9-1-1 Network Area

Revised: 2/1/2022

Below are the guidelines to be adhered to when submitting street names for use in the Bexar Metro 9-1-1 Network area.* Requests which do not adhere to these guidelines are subject to return without approval to the submitting firm or individual. All street names should be verified for proper spelling before being submitted for approval. All streets in Bexar, Comal and Guadalupe counties should adhere to these guidelines due to the nature of wireless 9-1-1 call routing and emergency call response. Private road names shall also fall under these guidelines. *Final approval decision rests with the city and/or county jurisdiction.

1. Submit name of subdivision and a locator map showing the general location of the site. Include a contact name and telephone number with each request. Street names will not be allowed that duplicate an area name or subdivision name.
2. All requests should be emailed to: StreetNameRequest@BexarMetro.org
3. List street names alphabetically, preferably typed or printed. Limit of 50 names per submission.
4. Proper spelling of the requested names is the responsibility of the requestor. In some instances, a street name will be approved only after an incorrect spelling is rectified.
5. There is a limit of twenty (20) names per subdivision with the same prefix or suffix. For example : GREEN APPLE; GREEN TREE or OAK GLEN; ROCKY GLEN; HIGH GLEN.
6. Specify whether the proposed name will have a suffix (i.e. CV, PASS, PEAK, WAY). Suffixes should be abbreviated according to Appendix C of USPS Publication 28. Punctuation is not allowed.
7. Street names requested within the jurisdiction of Bexar, Comal, and Guadalupe Counties will be subject to a preferred fourteen (14) character limit, not to exceed eighteen (18) characters (including spaces and suffixes as submitted). If a street name is submitted without an abbreviated suffix, all characters of the suffix will be counted toward the character limitation.
8. Street names must be placed on street signs and plats exactly as submitted for approval.
9. Duplicate street names and similar-sounding street names (ie: KATHY vs. CATHY) are not allowed. Also, duplicate street names will not be allowed within the following counties: Bexar, Comal, Guadalupe. Any proposed street name that is similar to or matches an existing street name that may be served by the same ZIP code, fire, police or EMS jurisdiction would be considered a duplicate and denied approval.
10. Examples of similar-sounding names that would be disapproved: Linn Lake Dr and Lynn Lake Dr, Clairmont and Claremont Ave, Sunset Pass and Sunset Path, Stoney Brook Dr and Stonybrook Dr, Bilbao and Balboa, Lilly Valley and Filly Valley. The above serve as examples only and do not represent all instances of denials of similar-sounding names.
11. Street names that are offensive, libelous or derogatory in spelling, pronunciation, or nature will not be approved. A street should not be named in a manner that would be an inducement for theft of the sign. Examples would be streets named after celebrities, names incorporating popular slang, or trademarked name.
12. Numeric words should not be used as the first words in a primary street name (i.e. FIVE WINDS DR). Names using direction such as Southwood Drive or names beginning with single letter (Example: M. Division Drive will be rejected.
13. Do not abbreviate primary street names (i.e. WM for William, ST for Saint).
14. Requests should be submitted by either the engineer or the developer but not both.
15. In order to transfer an approved name from one subdivision to another, a request in writing must be submitted to the Bexar Metro 9-1-1 Network office from the original requester. Additionally, street names must appear on the plat exactly as approved in the Bexar Metro 9-1-1 Network email.
16. All entities concerned with street name approval (CPS, USPS, incorporated cities, county jurisdictions and Addressing coordinators) will verify requests against the master reserve street listing to avoid duplication.
17. The following suffixes are not considered distinguishably different and should not be used as a primary street name (AVE, BLVD, CIR, CT, DR, LN, RD, ST, TRL). If any street names with these suffixes already exist, a new street name using any of the other suffixes will not be approved. Example: If the name Smith Dr already exists or is on reserve, the names Smith Ave, Smith Blvd, Smith Ln, etc would not be approved.
18. Effective January 1, 2006, approved street names will be held on reserve for eight (8) years from the date of approval. Prior to purging, the original requester will be notified.