Public Place Naming & Renaming Process

Step-by-Step Guide for Applicants

BEFORE YOU BEGIN

Read the Policy
Review the naming policy and evaluation criteria.

Check Eligibility
Ensure your proposal is eligible under municpal code.

Gather Information
Gather the required information and supporting materials.

1 Determine Eligibility

- Confirm the proposal is for a public place under municipal jurisdiction.
- Review restrictions for streets/roads, historic landmarks, and donated facilities.

2 Prepare Your Proposal

- Gather basic information about the public place and proposed name.
- Explain why the name is appropriate and include supporting materials.

3 Submit Your Application

- Submit a public application or community council resolution.
- It may also originate via a Mayor/Assembly referral or Commission recommendation.

4 Application Review

- Municipal staff review the submission for completeness and eligibility.
- You may be asked for additional information if needed.

5 Public Naming Commission Review

- The Commission reviews your proposal, public comments, policy factors, and any advisory opinions (if required).

6 Public Notice & Public Hearing

- Notice published at least 21 days before the hearing.
- Comments accepted until the hearing closes, and interested persons may speak.

7 Commission Recommendation

- The Commission prepares a recommendation memorandum including how policy factors were considered and any rationale for depatures from policy.

8 Assembly Review & Public Hearing

- The Commission's recommendation is sent to the Mayor and Assembly, which the Assembly introduces the item and holds a public hearing at least 27 days after.

9 Assembly Decision

- The assembly may 1) Approve the name 2) Reject the proposal 3) Approve with changes or 4) Refer for additional review

10 Official Name Established

- If approved, the name becomes official.
- Municipal records, signage, maps, and other materials are updated.

This is a general overview. For complete requirements, please refer to Anchorage Municipal Code 1.08.030.