

Step-by-Step Guide to Submit a Naming or Renaming Proposal

Audience: Those interested in submitting applications to the Anchorage Public Naming Commission

Step 1: Identify the Public Place

Identify the public place you would like to name or rename.

This may include a park, trail, building, facility, room, public space, or other municipally managed place.

Step 2: Decide Whether This Is a Naming or Renaming Request

Determine whether you are proposing:

- A new name for an unnamed public place; or
- A new name for a public place that already has a name.

Renaming requests may require additional review.

Step 3: Check for Special Restrictions

Before submitting, determine whether the proposal involves:

- A street or road;
- A historic landmark;
- A donated facility or public space with required naming conditions; or
- A public place managed by a parks or recreation board.

These types of requests may have additional requirements or may not be eligible under this process.

Step 4: Gather Basic Information

Prepare the basic details of your proposal, including:

- Current name, if any;
- Proposed name;
- Location of the public place;
- Type of public place;
- Reason for the request;

- Whether this is a naming or renaming request.

Step 5: Explain Why the Name Is Appropriate

Describe why the proposed name should be considered.

Your explanation may include:

- Historical significance;
- Cultural significance;
- Geographic connection;
- Community importance;
- Public service or contributions;
- Connection to the public place being named.

Step 6: Provide Supporting Materials

Include supporting documentation, if available.

Examples include:

- Maps or location descriptions;
- Photographs;
- Historical records;
- Biographical information;
- Letters of support;
- Community council resolution;
- Documentation of public support;
- Information from family members, if naming after a deceased person.

Step 7: Submit the Application or Request

Submit your naming or renaming proposal to the Municipality.

A proposal may be submitted by:

- A member of the public through an application;
- A community council through a resolution;
- Referral from the mayor or assembly;
- Recommendation from the Public Naming Commission.

Step 8: Municipality Reviews for Completeness

Municipal staff or the Public Naming Commission may review the submission to determine whether enough information has been provided.

If more information is needed, you may be asked to provide additional materials before the proposal moves forward.

Step 9: Public Naming Commission Review Begins

Once the proposal is ready, the Public Naming Commission reviews the request.

The commission may consider:

- The proposed name;
- The reason for the request;
- Public comments;
- Community council input;
- Applicable naming policies;
- Any advisory opinions required for the public place.

Step 10: Public Notice Is Provided

A public hearing will be scheduled.

Notice of the hearing must be published at least 21 days before the hearing.

The community council for the area where the public place is located will also be notified.

Step 11: Public Comments Are Accepted

Members of the public may submit written comments.

Written comments will be accepted at least until the public hearing is closed.

The commission may choose to allow additional time for written comments.

Step 12: Public Hearing Is Held

The Public Naming Commission holds at least one public hearing.

At the hearing, community members and interested persons may speak about the proposal.

Family members of a deceased person being considered for recognition may also request to speak.

Step 13: Advisory Opinion Is Requested, If Needed

If the public place is under the jurisdiction of a parks or recreation board or commission, the Public Naming Commission will request an advisory opinion from that board or commission.

Step 14: Commission Makes a Recommendation

After reviewing the proposal, public comments, and any advisory opinions, the Public Naming Commission prepares a recommendation.

The recommendation will explain how the proposal relates to the municipal naming policy.

If the recommendation departs from the naming policy, the commission must explain why.

Step 15: Recommendation Is Sent to the Mayor and Assembly

The commission's recommendation is sent to the mayor and assembly in a memorandum.

The memorandum is attached to an assembly memorandum for formal consideration.

Step 16: Assembly Introduces the Proposal

The Assembly introduces the proposed naming or renaming action.

Final action cannot occur immediately.

Step 17: Assembly Public Hearing Is Scheduled

The Assembly must hold a public hearing before making a final decision.

The hearing must occur at least 27 days after introduction.

Step 18: Assembly Makes the Final Decision

After the public hearing, the Assembly may:

- Approve the proposed name;
- Approve the proposed name with changes;
- Reject the proposal; or
- Refer the proposal for additional review.

Step 19: Official Name Is Established

If approved by the Assembly, the name or renamed public place becomes official.

Municipal records, signage, maps, and related materials may then be updated as needed.

Note 1: I would like to create a simple flow chart that is placed online.

Note 2: I would like to include the definitions and municipal code number.