



ADMINISTRATIVE PROCEDURES C-PD07-P1

Naming Procedures

		APPROVALS:	
Prepared By:	Planning & Development Services	CAO	_____
Effective Date:	(Date Approved by CAO)	General Manager	_____
Previous Revision Date:	New	Manager	_____
References:	<i>Policy C-PD07</i>	LAS Review Date:	April 6, 2017

PURPOSE

To provide the methods to implementing Policy C-PD-07 Naming of Subdivisions, Parks, and Trails.

ACTION STEPS

Although the actual name selected for a subdivision is largely at the discretion of the applicant(s), when the County receives a request to name or rename a subdivision, park, or trail, the decision shall be at the discretion of the County in the accordance with the following provisions:

1. Names List and General Naming Guidelines

Parkland County's Names List serves as a list of Council approved names that can be used to name subdivisions, parks or trails within the County's jurisdictional boundary. The County will review names submitted for nomination to the Names List on an annual basis.

A name included on the Names List must be submitted in writing (see Schedule "A") and meet at least one (1) of the following criteria:

- i. The name of a person or family of honour, community importance, or of historical significance to Parkland County;
- ii. Names that celebrate the culture, heritage, geography, landscape or character of Parkland County;
- iii. The name of an influential person or family who has made a significant contribution at a provincial or national level;
- iv. Names submitted for Parkland County parks shall be suffixed with the word "park".
- v. Names that are approved and included on the Parkland County Names List are not guaranteed to be used. Names that have not been identified on the Names List may still be assigned to a subdivision, park, or trail if they meet the aforementioned criteria.

Parkland County Administration reserves the right to refuse a name which contains the following:

- i. A name which is offensive in nature;
- ii. A name that is identical or confusingly similar to that of an existing named subdivision, park or trail within the County or a neighbouring municipality; or,
- iii. A name that is found in some way to be unacceptable to the County.

2. Naming a Newly Created Subdivision

- a) The Director of Planning and Development Services (or designate) is hereby authorized to issue a name for new subdivisions in accordance with this policy on behalf of the County, which meet the following criteria:
 - i. The proposed name is in keeping with the criteria listed in this document;
 - ii. The subdivision consists of a minimum of four (4) parcels and is serviced by an internal roadway registered under a plan of survey; or,
 - iii. Where the subdivision is a re-subdivision, re-plot, or an infill of lands contained within an existing named subdivision, the existing subdivision name shall continue to be used, subject to the provisions under the quarter section dealing with the re-naming of an already named subdivision.
- b) Parkland County Administration will encourage the applicant(s) to consider the use of approved names included in the Names List when naming a newly created subdivision.
- c) The developer will be responsible for all costs associated with the installation of Subdivision entrance signs displaying the approved Subdivision name. The developer is further responsible for obtaining all applicable provincial and/or municipal permits prior to the installation.

3. Naming a Previously Unnamed Subdivision

- a) The naming of a previously unnamed Subdivision shall be considered at the discretion of Council. The application shall be made in writing (Schedule "B") by a registered property owner, or their authorized representative, who is directly affected by the proposal, to the attention of the Director of Planning and Development Services for review against this document prior to being referred to Council.
- b) Unnamed Subdivisions which meet the following criteria will be considered by Council to be significant enough to warrant consideration of official naming by the County:
 - i. The subdivision consists of a minimum of four (4) parcels, serviced by an internal roadway registered under a plan of subdivision;
 - ii. No name has been previously registered for the Subdivision;
 - iii. The subdivision has a legitimate community identity established by virtue of its spatial configuration, geographic location, or unique/historical identity; and,
 - iv. The subdivision must have development on at least fifty percent (50%) of the parcels (excluding reserve parcels or any other parcel under the sole ownership of the County) within the subdivision. Development on a parcel shall mean the construction and occupancy of an approved principal building or principal dwelling.
- c) The applicant(s) shall submit a completed Petition of Support to the Director of Planning and Development Services (refer to Section 5 of these procedures).
- d) Parkland County will pay all costs associated with the installation of Subdivision entrance signs displaying the approved Subdivision name, and will be further responsible for obtaining all applicable provincial and/or municipal permits.

4. Re-Naming an Existing Named Subdivision

- a) In addition to meeting all listed criteria in Section 3 of these procedures, an existing Subdivision name may be changed upon application (Schedule "B") and may be approved at the discretion of Council if:
 - i. The residents/landowners located within a one-mile radius of the Subdivision or the County feel that the current name of the Subdivision is identical or confusingly similar to other subdivision names within the County or neighbouring municipality; and,
 - ii. There are no objections to the proposed Subdivision re-naming from the developer/landowner that previously named the Subdivision, or any immediate local relatives of the developer/landowner.

5. Petition of Support for Naming and Re-naming a Subdivision

- a) When making an application for the naming of a previously unnamed subdivision or the re-naming of an existing named subdivision, a Petition of Support (Schedule "C") shall be required. It shall be the responsibility of the applicant(s) to submit a complete Petition of Support to the Director of Planning and Development Services. The completed Petition of Support shall:
 - i. Be submitted in writing and must explain the rationale to name or re-name the Subdivision;
 - ii. The submitted name shall meet the criteria for General Naming Guidelines (refer to Section 1);
 - iii. Demonstrate support for the proposed naming of the subdivision from at least two-thirds (2/3) of the parcels in the Subdivision;
 - iv. Parkland County shall withdraw its name and assessment value of its parcel(s) within the subdivision from those to be counted in determining the sufficiency of a petition; and,
 - v. Only one (1) registered landowner per parcel may sign the Petition of Support.

RESPONSIBILITIES

1. The Director of Planning and Development Services (or designate) shall have the authority for naming subdivisions, parks, and trails in accordance with this policy and related Administrative procedures.
2. Planning and Development Services is responsible for the maintenance of the Names List. The Names List will be updated on a bi-annual basis and be presented to Council for approval.
3. Planning and Development Services is responsible for monitoring and evaluation of these procedures.
4. Where a proposed name may create potential conflict and the Director of Planning and Development Services (or designate) and the applicant are unable to come to an agreement, the CAO (or designate) will be responsible for referring the naming request to Council for their consideration.

ATTACHMENTS

- "Schedule A" Names List Nomination Form
- "Schedule B" Subdivision Naming Application
- "Schedule C" Petition of Support Form