



CITY OF SAN MARCOS ENGINEERING DIVISION

1 Civic Center Dr., San Marcos, CA 92069-2918 (760) 744-1050 FAX (760) 591-4135

AN APPLICANT'S GUIDE TO PROCEDURES FOR:

NEW STREET NAME SUBMITTAL POLICY

Prior to the submission of a final map or prior to approval of any plan containing any new streets, the developer or engineer of the project shall adhere to the following guidelines when submitting proposed names of all new streets to the Engineering Division.

1. It is the responsibility of the party submitting street names to research the most current street maps (**i.e., Thomas Guide, Chamber of Commerce, City street name list**) to avoid potential name conflict with existing street names. This will prevent unnecessary delays in approval of the proposed street names.

Examples of potential street name conflicts include:

- a) names which are identical or are very similar to existing names within the city limits and within a 7 mile radius from the city limits;
- b) very similar names which may include those streets that differ only in delineator or those which sound very close (e.g., Long Way & Wrong Way; Short Ave., and Short Drive);
- c) names longer than three (3) words OR 15 letters including delineator (e.g., Too Many Words Court & Caminito de los banos);
- d) Spanish names which may be too easily misread or hard to pronounce (e.g., Caminito Avenida Callajon). The post office doesn't approve any names that start with Camino, Corte, Calle, Avenida, or Via.

Spanish translations are as follows:

Calle or Caminito = Street
Camino = Major Street

NEW STREET NAME SUBMITTAL POLICY

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2. Miscellaneous Delineator definitions:

North-South orientation = Drive or Street;
East-West orientation = Road or Avenue;
Cul-de-Sac or Dead End = Court, Place, or Way
Short Street (less than 150 ft.) = Lane or Terrace

3. Three street name choices for each street shall be submitted in the space provided on the attached form (additional forms may be needed), with an attached 8-1/2" x 11" map sheet clearly highlighting the new street(s); preferably, the map sheet should be a copy of the index map from an appropriate title sheet, including nearest major cross street; a vicinity map on the same sheet may be necessary to locate a major intersection.
4. **Five stapled sets of the requirements** as outlined in 1., 2., & 3. above shall be submitted for distribution to:

City of San Marcos, Engineering Division
1 Civic Center Drive
San Marcos, CA 92069-2918

These five sets shall be concurrently reviewed by the Street Naming Committee which is made up of the following local agencies: Post Office, City's Building Division, and the City's Fire and Public Works Departments.

5. Upon review and approval by the Street Naming Committee, the developer or engineer shall be so notified within ten (10) working days by the Engineering Division.

THE APPROVAL WILL BE OFFICIAL AFTER THE ENGINEERING DIVISION HAS RECEIVED 30 PRE-ADDRESSED/PRE-STAMPED BUSINESS ENVELOPES (NO. 10 SIZE) WITH MAPS NECESSARY TO NOTIFY THE APPROPRIATE AGENCIES AND BUSINESSES OF THE NEW STREET NAME(S).**

** if it is meter stamp, please eliminate the mailing date on the stamp.

The list of appropriate agencies to be notified is attached.

6. Street Address number(s) shall be assigned by the Building Division upon issuance of building permit(s). The Building Division shall notify the appropriate agencies of the "100 block" assignment.

PLEASE NOTE: Three street name choices for each street means three different proper names and NOT one proper name with three different delineators.

CITY OF SAN MARCOS

TO: Street Naming Committee
FROM: City Engineer
DATE: _____

Discretionary Action #

SUBJECT:

Please review the attached list of street names and rate each choice on a scale of one to three; a rating of one (1) understood to be acceptable, and a rating of three (3) meaning the name choice is absolutely rejected. If the latter is the case, please state your reason for rejection.

	<u>NAME CHOICE #1</u>	<u>NAME CHOICE #2</u>	<u>NAME CHOICE #3</u>
	<u>RATING</u>	<u>RATING</u>	<u>RATING</u>
STREET "A"	_____	_____	_____
Committee Use Only	_____	_____	_____
STREET "B"	_____	_____	_____
Committee Use Only	_____	_____	_____
STREET "C"	_____	_____	_____
Committee Use Only	_____	_____	_____
STREET "D"	_____	_____	_____
Committee Use Only	_____	_____	_____
STREET "E"	_____	_____	_____
Committee Use Only	_____	_____	_____
STREET "F"	_____	_____	_____
Committee Use Only	_____	_____	_____

Please return your selection for rating within three (3) working days.

Thank you,

Engineering Division

Street Naming Committee:

Dave Webster, U.S. Post Office
Barry Reynolds, Building Division
Robert Scott, Fire Department
Jess Culpeper, Public Works Department

CITY OF ESCONDIDO
201 N. BROADWAY
ESCONDIDO CA 92025

CALIFORNIA STATE HIGHWAY PATROL
P.O. BOX 2000
OCEANSIDE CA 92651

Century Publishing: Map Masters
12120 Tech Center Dr.
Poway, California 92064

CITY OF CARLSBAD
1635 FARADAY AVENUE
CARLSBAD CA 92009

CITY OF VISTA
200 Civic Center Dr.
Vista, CA 92084

COX COMMUNICATIONS
SANDY BAKER
1922 AVENIDA DEL ORO
OCEANSIDE CA 92056-5803

EDCO WASTE & RECYCLING
224 S, LAS POSAS ROAD
SAN MARCOS CA 9206

AMERICAN MEDICAL RESPONSE
ADMINISTRATION
8808 BALBOA AVENUE #150
SAN DIEGO CA 92123-1506

SAN MARCOS POST OFFICE
POSTMASTER
420 N. TWIN OAKS VALLEY RD
SAN MARCOS CA 92069

Pacific Bell
Phil Stoddart R/W Agent
3855 Ash St.
San Diego, California 92105

JIM CHAFE
PUBLIC WORKS DEPARTMENT
201 MATA WAY
SAN MARCOS CA 92069

PALOMAR MEDICAL CENTER
ADMINISTRATION
555 E. VALLEY PARKWAY
ESCONDIDO CA 92025

REGISTRAR OF VOTERS
PRECINCT PLANNING
P.O. BOX 85093
SAN DIEGO CA 92138

S.D. CO. SHERIFF COMM. DIV
5555 OVERLAND AVE, BLDG 12
SAN DIEGO CA 92123-1219

SD County Dept of Trans
Road Register
5510 Overland Ave,
Ste 410, Room 470
San Diego, California 92123

S.D. COUNTY ZONING DEPT
5201 RUFFIN ROAD
SAN DIEGO CA 92123

S.D. COUNTY ASSESSOR
MAPPING DEPT
1600 PACIFIC HWY, RM 103
SAN DIEGO CA 92101

SAN DIEGO COUNTY SHERIFF
ADMIN. SGT.
325 S. MELROSE DRIVE
VISTA CA 92083

VALLECITOS WATER DISTRICT
ENGINEERING DEPT
201 VALLECITOS DE ORO
SAN MARCOS CA 92069

SBC WEST
SERVICE LOCATION INFO. CENTER
1452 EDINGER AVENUE, RM #1200
TUSTIN CA 92780

SDGE
RIGHT-OF-WAY AGENT
8315 CENTURY PARK CT., #210
SAN DIEGO, CA 92123-1550

SANGIS
Barbara Sliwinski
5510 Overland Ave, Ste 230
San Diego, California 92123

TRI-CITY MEDICAL CENTER
DIR. OF FAC. MGT.
4002 VISTA WAY
OCEANSIDE CA 92056

UNITED PARCEL SERVICE
MANAGER
111 BINGHAM
SAN MARCOS CA 92069

City of Encinitas
Engineering Division
505 South Vulcan Avenue
Encinitas, ca 92024

BUCK MARTIN
CITY OF SAN MARCOS
COMMUNITY SERVICES DEPT
3 CIVIC CENTER DRIVE
SAN MARCOS CA 92069

BARRY REYNOLDS
CITY OF SAN MARCOS
Building DEPT
1 CIVIC CENTER DRIVE
SAN MARCOS CA 92069