



**PRELIMINARY SITE PLAN APPLICATION  
CHESAPEAKE PLANNING DEPARTMENT**

**STREET NAME RESERVATION FORM**

Use this form if new public or private streets are proposed.

Type or clearly print the Street name(s) that you propose and submit this form to the Chesapeake Planning Department, attention Address Coordinator, **prior to the submittal of a preliminary subdivision plan.** The Address Coordinator will review the proposed name(s) and mark as approved or rejected. The street names that are approved will be entered into the City's Master Street List. The Planning Department will retain the original form and send an electronic copy of the approved street name to the applicant. Two (2) copies of the approved Street Name Reservation Form shall be submitted with the preliminary subdivision plan.

Street names cannot be longer than 14 characters including spaces. A proper name cannot be used unless the person is deceased. Street names that are duplicates or close in pronunciation to an existing street name will be rejected.

You must provide a name for each street, including additional street names in the event any of the desired street names is rejected.

Once the applicant chooses the names to use from the approved list, those names will be indicated on the form with two copies submitted with the preliminary subdivision plan.

If the preliminary subdivision plan is not approved, all names submitted will be taken out of reserved status. All other alternative names in the list that are not used will be taken out of reserved status.

Subdivision Name:

Applicant/Contact Person:

Daytime Phone:

Email Address:

Number of Street Names Needed \_\_\_\_\_

*Attach additional forms, if needed*

STREET NAMES		APPROVED	REJECTED	NAME INCLUDED ON PLAN?
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				