



STREET NAME CHANGES

NOTE:

This document is a Controller of Surveys guideline for the preparation of Applications for Change Orders regarding Street Name Changes. The document is intended to outline the process to have Plans and GIS amended as to the new Street Names. Reference should still be made to the Appropriate Acts and Regulations pertaining to specific situations.

Introduction

A Municipality may change street names according to legislation.
A Rural Municipality, Town, or Village (*The Municipalities Act*);
A City (*The Cities Act*); or
A Northern Municipality (*The Northern Municipality Act*)

Under *The Municipalities Act* and *The Cities Act*, the municipality may use a passed resolution for the authority to amend street names.
A Northern Municipality would use a Bylaw in accordance with *The Northern Municipality Act*.

Documentation:

- 1) Plan Processing Packet Cover Page;
- 2) Plan Processing Request;
- 3) Begin Attachment Sheet;
- 4) Application for plan amendment
(In accordance with Section 42 of The Land Surveys Act, 2000);
- 5) Copy of Bylaw or Resolution depending on the Municipality;
- 6) Copy of Sketch attached to the Bylaw or Resolution (if any);
- 7) Covering letter (preferable).

Send completed Packets to:

E-mail: packets@isc.ca
Fax: 1-306-798-1525
Mail: ISC e-Business Services Centre
1301-1st Avenue
Regina SK S4R 8H2

Fees:

1 Plan requiring amendment \$120
2 – 5 Plans requiring amendment \$240
6 – 10 Plans requiring amendment \$340
Over 10 Plans will be charged an hourly rate

Note:

- a) All subdivision plans reference street names. However, only the streets within the registration/approval line of the plan are vested by that plan. Street names referenced outside of the registration/approval line of the plan have been vested by a different subdivision plan. Therefore, only the subdivision plan numbers that vest the street/s should be included in the Application for plan amendment. Subdivision plans that reference the street names but never vested the streets will not be amended.
- b) Road Plans and Township Plans vest roads (streets), but do not reference street names. Therefore, these plans do not require amendment. However, street names may exist for such vested roads due to a previously passed Bylaw or Resolution. Where this situation occurs and the street name change is indicated in your Bylaw or Resolution our Geographical Information System (GIS) will be updated accordingly.