

**Guidelines for Submission of Street Names
for Approval by the US Postal Service
Revised: 10/2/2007**

Following are the guidelines to be adhered to when submitting street names for approval to the US Postal Service (San Antonio Post Office). Requests which do not adhere to these guidelines are subject to return without approval to the submitting firm or individual. All street names should be verified for proper spelling before submitted for approval. Private road names shall also fall under these guidelines.

1. Submit name of subdivision and a locator map showing the general location of the site. Include a contact name and telephone number with each request. Street names will not be allowed that duplicate an area name or subdivision name.
2. **List street names alphabetically**, preferably typed or printed. **Limit of 50 names per submission.**
3. **Proper spelling of the requested names is the responsibility of the requestor.**
4. There is a limit of twenty (20) names per subdivision with the same prefix or suffix. For example : GREEN APPLE; GREEN TREE or OAK GLEN; ROCKY GLEN; HIGH GLEN
5. Specify whether the proposed name will have a suffix (i.e. COVE, PASS, PEAK, WAY). Suffixes should be abbreviated according to Appendix C of USPS Publication 28.
6. Street names requested within the jurisdiction of Bexar, Comal, and Guadalupe Counties will be subject to a fourteen (14) character limit (including spaces and suffixes as submitted). If a street name is submitted without an abbreviated suffix, all characters of the suffix will be counted toward the 14-character limit.
7. Street names must be placed on street signs and plats exactly as submitted for approval.
8. Duplicate street names and similar sounding street names (KATHY vs. CATHY) are not allowed. Also, duplicate street names will not be allowed within the following counties: Bexar, Comal, Guadalupe. Any proposed street name that is similar to or matches an existing street name that may be served by the same ZIP code, fire, police or EMS jurisdiction would be considered a duplicate and denied approval.
9. Examples of similar sounding names that will be disapproved: Linn Lake Dr and Lynn Lake Dr, Clairmont and Claremont Ave, Sunset Pass and Sunset Path, Stoney Brook Dr and Stonybrook Dr, Bilbao and Balboa, Lilly Valley and Filly Valley
10. Street names that are offensive, libelous or derogatory in spelling, pronunciation, or nature will not be approved. A street should not be named in a manner that would be an inducement for theft of the sign. Examples would be streets named after celebrities or names incorporating popular slang.
11. Do not abbreviate primary street names (i.e. WM for William, ST for Saint).
12. Requests should be submitted by either the engineer or the developer but not both.
13. In order to transfer an approved name from one subdivision to another, a request in writing must be submitted to the USPS Address Management Systems office from the original requester. Additionally, street names must appear on the plat exactly as approved in the USPS approval letter.
14. All entities concerned with street name approval (CPS, USPS, City of San Antonio and Bexar County) will verify requests against the master reserve street listing to avoid duplication.
15. The following suffixes are not considered distinguishably different (AVE, BLVD, CT, DR, LN, RD, ST, TRL). If any street names with these suffixes already exist, a new street name using any of the other suffixes will not be approved. Example: If the name Smith Dr already exists or is on reserve, the names Smith Ave, Smith Blvd, Smith Ln, etc would not be approved.
16. Effective January 1, 2006, approved street names will be held on reserve for eight (8) years from the date of approval. Prior to purging, the original requester will be notified.
17. Due to automated processing constraints a maximum of twenty (20) street names with a common primary element will be allowed in the future (i.e. Oak ***** ; Forest ***** ; etc.) If 20 or more names with a common element currently exist (including reserved street names), no more will be allowed.
18. All requests should be submitted to:

ADDRESS MANAGEMENT SYSTEMS
1 POST OFFICE DR
SAN ANTONIO TX 78284-9321

Telephone # (210) 368-8559
Fax (210) 368-5526