

Schedule of Events for Street Name Change

- 1) Send out notification letters, flyers, website info, put up signs for Town Hall meeting 15 days prior to Town Hall and Public Hearings.
- 2) Hold Town Hall Meetings (June 29, July 13)
- 3) Send out public hearing notice to Hays Free Press on June 30th, for publication on July 3th for the July 18th Public Hearing at City Council.
 - Resolution will have an “effective date certain” clause to allow sufficient time for all applicable parties to update business and residential changes as related.
- 4) Work with Public Works for street sign changes, Hays County ESD addressing changes, etc.
- 5) 1 month prior to actual change, send out another reminder to applicable parties of the address change (updating personal info, signage, letterhead, vendors, address forwarding, etc.)
- 6) 1 month prior to address change, City to send appropriate notification/documents to postal service/Hays County ESD/CAPCOG, etc., to update system.
- 7) Address change on (date), Public Works install new street signs.
- 8) Mail forwarding automatically for 1 year.