Business & Neighborhood Services
Planning, Preservation & Sustainability
City of Charleston

# Neighborhood Name Change Info Sheet

This information is intended for neighborhood advocates seeking to change the name of their neighborhood. For any questions, please reach out to Neighborhood Services:

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(843) 853-7237

*A neighborhood seeking to change its organizational name needs to determine whether the association is a registered 501(c)3 with the state of South Carolina, and can do so at the Secretary of State's website. A neighborhood that is a registered 501(c)3 should consult a lawyer about a name change.*

*Neighborhood associations or organizations are responsible for any costs associated with signage changes.*

| Neighborhood Type | Required Action |
|---|---|
| **Subdivision/Neighborhood in City's Neighborhood Council** | Neighborhood leadership informs Business & Neighborhood Services that the neighborhood is being renamed with a notarized letter of intent. This letter should include the signatures of the current neighborhood president and a current board member. |
| **Subdivision/Neighborhood <u>not</u> in City's Neighborhood Council** | Neighborhood informs Business & Neighborhood Services of renaming with notarized letter of intent. This letter should include the signatures of the current neighborhood president and a current board member. The neighborhood should also show proof that the majority of neighborhood residents agree with the name change with a petition showing agreement from 75% of residents. |
| **Private Subdivision/ Neighborhood (HOA)** | *Private HOAs will need to consult their own by-laws and legal counsel as to name changes.*<br><br>Community manager or Homeowners Association board informs Business & Neighborhood Services that neighborhood is being renamed with notarized letter of intent. This letter should include the signatures of the current neighborhood president and a current board member. |