

Appendix P

Site and Structure Naming Procedures

A. Introduction

To name a site or structure requires the following review and approvals.

B. Statutory Authority

1. *R.R.S. 81-1108.15* (State Building Division review of proposals)
2. *R.R.S. 81-1108.36* (State owned or leased site or structure naming)

C. Procedures

1. Agency proposal
2. Agency submittal to Legislature for approval
3. Agency submittal to SBD for review and Governor's approval or disapproval

D. Site and Structure Naming Review and Approval

1. The agency shall submit the following to SBD:
 - a. Site or Structure – name and designation
 - b. Location
 - i. County name
 - ii. Town or campus
 - iii. Address
 - iv. Statewide building inventory number
 - c. Previous name or designation and reason for the change
 - i. Name
 - ii. Reason for name
 - iii. Evidence of support
2. SBD will prepare the report and recommendation, manage the routing and forward sequentially to each office below for signature
 - a. Budget Division
 - b. DAS Director
 - c. Governor for approval / disapproval
3. SBD will return report to agency with notice on how to proceed and submit copies to the Budget Office and Legislative Fiscal Office.