

**Jefferson County
Department of Public Works
PO Box 2070, Port Townsend WA 98368
(360) 385-9160**

**INSTRUCTIONS FOR PETITIONS TO NAME or CHANGE THE NAME
OF A ROAD IN JEFFERSON COUNTY**

1. THIS IS A PUBLIC PROCESS THAT WILL TAKE A MINIMUM OF SIX WEEKS TO COMPLETE. ALL OWNERS ADJACENT TO THE ROAD WILL HAVE AN OPPORTUNITY TO COMMENT ON THE ROAD NAME CHOICES – WE RECOMMEND THAT YOU DISCUSS THE NAME CHOICES WITH ALL OWNERS PRIOR TO SUBMITTING THE PETITION.
2. When you receive the Petition to Name or Change the Name of a Road, a list of road names already in use will be attached. Please use this list to ensure that your road name choices **1) are not already in use; 2) do not sound like road names already in use; or 3) are not similar in any way to road names already in use.** Names that include words already being used in other road names may not be acceptable.
3. Please provide **three distinct name choices.** These must be three different choices, not simply variations of one name (e.g. Baker St, Baker Rd, Baker Way). **Avoid proper names and words that are difficult to spell or pronounce.** Applications containing less than three choices will be returned as invalid. A complete road name includes a road type such as Drive, Street, Road or Avenue (for roads that are longer in length or may connect to other roads in the future); or Court, Lane, Place or Way (for shorter roads that dead-end or are not likely to be extended in the future.)
4. For ROAD NAME CHANGES ONLY, a minimum of fifty percent (50%) of property owners addressed on the road must sign the petition. Each owner must include the parcel number and legal description of their property (as it appears on their tax statement). If possible, please have all signatures on one petition (rather than each person signing a separate petition).
5. We cannot accept alterations to road name choices without the initialed consent of each petitioner. Verbal consent to any alteration made on the petition will not be accepted.
6. Attach a reproduction quality **vicinity map** showing the road to be named. If there is a survey showing the road, please include it with the petition. Maps are available on the Jefferson County website (www.co.jefferson.wa.us) or at the Assessor's Office. Please highlight the road.
7. Mail your petition, the map, a check for \$40.00 made payable to Jefferson County Public Works and the List of Road Names Already in Use to: Jefferson County Public Works, PO Box 2070, Port Townsend, WA 98368, or hand deliver to 623 Sheridan St, Port Townsend. If you have questions or need assistance please call (360) 385-9160.
8. Once the petition is received in our office, we will verify that the road name choices meet all standards as established by ordinance (2-0401-91, JCC 12.20) and for road name changes that the signature requirement has been met. Petitions not meeting the requirements will be returned to the primary petitioner for modifications. Accepted petitions will be routed to all property owners along the roadway, various agencies and County departments for their comments. Keep in mind that all comments regarding the road name choices must be considered and disputes may delay this process.
9. Once any concerns regarding the petition have been addressed a resolution will be presented to the Board of County Commissioners for their signatures. Once signed, notification will be given to the appropriate postal district, emergency services, Assessor's Office, utilities, property owners and the petitioners of the new road name.
10. Once notified of the new name, it is the primary petitioner's responsibility to contact the Hadlock Maintenance Shop at (360) 385-0890 to order a road sign. The cost for the sign, clamp, post and installation is approximately \$54.50.