

**Jefferson County
Department of Public Works
623 Sheridan St.
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 NINE 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, road naming criteria and acceptable road types per the E911 Ordinance, and a list including the addresses of adjoining property owners will be attached. Please use this information to ensure that your road name choices **1) are not already in use; 2) do not sound like road names already in use; 3) are similar in any way to road names already in use; and 4) represent a majority consensus between property owners.** 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 further acceptable road types see #6 on the reverse side of this sheet.
4. For ROAD NAME CHANGES ONLY, a minimum of seventy-five percent (75%) 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). A supplemental signature page can be provided upon request.
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 or deliver your petition, the map and a check for \$152.66, made payable to Jefferson County Public Works, 623 Sheridan St., Port Townsend, WA 98368. If you have questions or need assistance please call (360) 385-9218.
8. Once the petition is received in our office, we will verify that the road name choices meet all standards as established by the E911 Ordinance (#01-0412-10, 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, disputes may delay this process.
9. After concerns regarding the petition have been taken into consideration the highest ranked road name that has met the road naming criteria will be selected as the new road name. There is a 10 day time frame for appeal and once that period is over the road name selected will officially be the new name. For more information about the appeal process please contact Jefferson County Public Works. Notification of the new road name and address will be sent to the appropriate postal district, emergency services, Assessor's Office, utility providers, property owners and the petitioners of the new road name.
10. After a road name has been selected and the appeal period is over the Public Work's Shop will install the new or changed road sign and the Department of Community Development will send out the new address plates if applicable.

(5) Road Name Criteria

- (a) No road name shall be used more than once. For example, two roads shall not be named **Cedar** even if they have different road types.
- (b) Road names shall not sound alike. For example, two roads shall not be named **Stephen** and **Steven**.
- (c) Names that tend to be mispronounced or misspelled shall not be used. For example, names like **Javelina**, **Weimaraner**, and **Perseverance** are difficult to spell or pronounce and shall be subject to increased scrutiny during the road naming process.
- (d) Two-word names or one word names that can be confused as the same name shall not be duplicated. For example, names like **Clearlake**, and **Clear Lake**, shall be considered the same name.
- (e) Names that include directional words such as North, South, East, or West shall be avoided. Exceptions may be made when the road name refers to an important geographical feature. Names with directional words shall not be approved when a directional prefix is present. For example, **East Beach** or **Northridge** are acceptable. **North East Beach** is not acceptable.
- (f) Names that include punctuation shall not be used. Words that normally require punctuation shall not be used with the punctuation omitted.
- (g) The County shall promote road name continuity. For example, a private road extending from the end of a dead-end County Road shall retain the name of the County Road.
- (h) Road names shall be composed of one word whenever possible and limited to 15 characters.
- (i) Road names shall not include any of the road types listed in this section. For example, **Mountain Terrace Rd** shall not be an acceptable name.

(6) Acceptable road types, abbreviations (based on the standards of the National Emergency Number Association), and uses are described below. The Designated Department will provide a list of appropriate road types to persons petitioning to name or rename a road. Existing roads without a road type may have one appended through the road renaming procedures in this ordinance.

- (a) Alley (Aly) – A short, narrow passage between close buildings that is used to access the rear of a lot and not for traffic circulation.
- (b) Avenue (Ave) – A generic road type typically used in urban grid systems. Avenues should run perpendicular to streets.
- (c) Circle (Cir) – A short road that intersects another road only once and terminates in a closed loop, for example **Deer Hollow Circle**.
- (d) Court (Ct) – A short dead-end road with no intersecting roads.
- (e) Drive (Dr) – A connecting road that does not dead-end or a dead-ended road that is likely to be extended to another road in the future.
- (f) Ext (Ext) – This road type shall not be used for addressing purposes. Where a road changes from county ownership to private ownership, the road type of the County Road shall be used for the length of the road and emergency locator numbers shall begin at the origin of the County Road and continue for the length of the road.
- (g) Lane (Ln) – A short road ending in a cul-de-sac with no intersecting roads.
- (h) Loop (Loop) – A short road that begins and ends at two different points on the same parent road.
- (i) Place (Pl) – A short dead-end road with no intersecting roads.
- (j) Point (Pt) – This road type shall not be allowed because it is widely used for road names, for example **Zelatched Point Rd**. An existing road with this word may have an allowable road type appended to it as per this ordinance.
- (k) Road (Rd) – A generic road type typically used for rural roads.
- (l) Street (St) – A generic road type typically used in urban grid systems. Streets should run perpendicular to avenues.
- (m) Terrace (Ter) – A road flanked by a decline, often with an incline on the opposite side and often overlooking a river, gorge, park, or other scenic area. Roads with an additional road type appended to the Terrace road type may have the additional road type removed from the full street name.
- (n) Trail (Trl) – A curvilinear road.
- (o) Way (Way) – A thoroughfare designation, typically used in residential areas for aesthetic purposes.
- (p) Wye (Wye) – A short connector road between two other roads that connect to one another at an acute angle.