



DEPARTMENT OF COMMUNITY DEVELOPMENT

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SUPPLEMENTAL APPLICATION ROAD NAME PETITION

How to Name your Road:

1. Pick three road names that have no more than fifteen (15) characters (including spaces, excluding road type).
2. Submit complete road application with corresponding fee of \$402 for the petitioner plus \$125 for each additional parcel to be addressed (parcels with assigned addresses will not be charged to be readdressed as part of the road naming process), and attach a map.
 - a. Include a map of area, and indicate proposed road and all driveways off of the road.
3. Submit complete New Address Application

The cost of one red address plate is included with the price of the road naming fee. Additional plates are \$20 each.

Applicant/Principal Petitioner Contact Information			Proposed Road Names
Applicant (Print full name): _____			<i>List three different road names (Maple Land and Maple Way are not different road names), and the preferred road type, in order of preference. The County will ultimately determine road type (lane, road, court, etc.). Applicant's 3 proposed names should follow criteria listed on back of this form. County will consider road preference based preference.</i>
Mailing Address: _____			
City: _____	State: _____	ZIP Code: _____	
Parcel Number: _____			
Telephone Number: _____			
Email: _____			First Choice _____
Red address plate to be: <input type="checkbox"/> picked up <input type="checkbox"/> mailed			Second Choice _____
			Third Choice _____
Describe the beginning and end of the road to be named (e.g. intersection with another named street, end of street, length in miles from a beginning point).			

For Road Name Changes		
<i>Complete this section if this is a request for a road name change. A request for re-naming a private road will require the approval of 75% of the property owners adjoining the road. In the event 75% approval is not obtained, the private road will not be renamed.</i>		
Existing road name to be changed: _____		
We, the following property owners that are or will be accessing the road to be named, have reviewed the proposed names and agree with the choices. We understand that when the road is named our addresses will change. We understand that if the private road sign at the entrance of the road is stolen or destroyed, it will be the shared responsibility of all property owners to replace and maintain the sign.		
Parcel Number	Name	Signature

All structures obtaining access off the newly named private road will be issued a physical address according to milepost location. Any existing addresses will be updated according to the new road's measurement. Road signs are the responsibility of the applicant.

The Department of Community Development reviews the petition to determine the sufficiency of the petition, acceptability of the proposed road names, and that all necessary information is included. Notification of final approval of the road name will be sent to the property owners, appropriate County offices, the Post Office, Fire District, and JeffCom (911).

WE, THE UNDERSIGNED, property owners addressed along the road, in accordance with JCC 12.20, do hereby petition Jefferson County to NAME A ROAD. We understand that by signing this petition, we are agreeing to allow the County personnel egress to the private road to assign new address numbers.

Signature

Date

In addition the criteria listed below, all road naming must comply with all criteria as set forth in the Jefferson County E911 Ordinance 01-0412-10 as summarized in the "Petitions to Name or Change the Name of a Road in Jefferson County" brochure.

Criteria Clarifications for Road Naming

The Department of Community Development approves the use of a new street name subject to the following criteria.

1. 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.
 - 1) A road name cannot duplicate an existing road name as recorded in the road name directory.
2. Road names shall not sound alike. For example, two roads shall not be named **Stephen** and **Steven**.
 - 1) Names having the same or similar pronunciation but with different spellings are prohibited, even if they are spelled differently (e.g., Smith, Smyth or Smythe).
3. 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.
 - 1) Avoid the use of frivolous or complicated words, or unconventional spellings in road names such as Pointe, Greene, or Olde.
 - 2) A street name should be appropriate and easy to read.
 - 3) Names shall not be offensive, insensitive or commercially based.
 - 4) Short names should be chosen for short roads for cartographic purposes.
4. 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.
5. 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.
 - 1) Road names should consider the geographical location. For example, "Hill Top Road" should not be used if located in a valley or does not lead to a hilltop.
6. Names that include punctuation shall not be used. Words that normally require punctuation shall not be used with the punctuation omitted.
7. 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.
 - 1) Roads that are a continuation of an existing road, regardless of ownership, will be given the same road name.
8. Road names shall be composed of one word whenever possible and limited to 15 characters, including spaces.
 - 1) Road names shall not exceed a total of 30 letters and/or spaces, including street type and direction.
9. 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.
 - 1) Avoid the use of standard suffixes or directional suffixes or prefixes as part of the street name (e.g., Boulevard Drive or Court Street).

Additional criteria not discussed in the Jefferson County E911 Ordinance

10. Avoid the use of family names or individuals names unless that person has:
 - 1) *achieved prominence as a result of his or her significant, positive contribution to the United States of America and/or local community; and*
 - 2) *been deceased for at least 5 years.*
11. Use of family names may be restricted. It is likely a unanimous agreement among all property owners/residents will be required in order to name a road with a family name.
12. Any street name that matches an existing or proposed subdivision name shall be located within the subdivision in which it shares the name.
13. If a road name cannot be agreed upon by the property owners / residents, the County will designate a road name of its choosing.

After the application and petition for a street name change have been submitted, the Planning and Development Department will verify the names on the petition are not the same as another road in the county and then forward all remaining names to the local fire department for approval or rejection of the proposed street name. Once approved, the new name will be added to the County's Road Name Log and will be identified as the official road name in databases and on maps maintained by the County. It is the responsibility of the property owner(s) to obtain new street sign. A new street sign for a private road may be purchased from the County's Public Works Department, they can be reached at (360) 765-3699 do discuss the process.

In the future, if the location or alignment of the private road changes, the County must be notified to determine whether any numbering change is necessary.