



DEPARTMENT OF COMMUNITY DEVELOPMENT

621 Sheridan Street, Port Townsend, WA 98368

Tel: 360.379.4450 | Fax: 360.379.4451

Web: www.co.jefferson.wa.us/communitydevelopment

E-mail: dcd@co.jefferson.wa.us

BROCHURE 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 not 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. Owners 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 New Address Application, and a check for \$420.00 for a new road name or \$716.10 for a road name change plus \$115 for each additional parcel to be addressed, made payable to JC DCD (Jefferson County Department of Community Development), 621 Sheridan St., Port Townsend, WA 98368. If you have questions or need assistance please call (360) 379-4450.
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 period 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 Department of Community Development. 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 contact Public Work's Shop to pay for and install the new or changed road sign (360)385-0890. 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.



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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: 1) complete Road Name Petition; 2a) fee for the petitioner of \$420 for a new road name, \$716.10 for road name change; 2b) \$115 for each additional parcel to be addressed (parcels with currently assigned addresses will not be charged to be readdressed as part of the road naming process); 3) a map of the area, that indicates proposed road and all driveways off of the road; and 4) 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 <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>
Applicant (Print full name): _____			
Mailing Address: _____			
City: _____	State: _____	ZIP Code: _____	
Parcel Number: _____			
Telephone Number: _____			
Email: _____			
Red address plate to be: <input type="checkbox"/> picked up <input type="checkbox"/> mailed			
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. The fee for a road name change is \$716.10.</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.