

# Barbour County Mapping & Addressing

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## APPLICATION FOR ROAD NAME CHANGE

**Clearly print** the proposed road name(s) and submit this form to Barbour County Mapping and Addressing office. The Addressing Office will then review, marking each as approved or rejected. Within 60 days you will be notified of which road name has been approved by the County Commission and entered into the official Road Name Index (RNI).

The Addressing Office will retain the original form and send a copy to the applicant. **For each road, please submit at least three (3) total names; one (1) preferred name, plus alternatives in the event the desired road name is rejected.** Please list in order of overall preference.

CURRENT ROAD NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TAX DISTRICT: \_\_\_\_\_ TAX MAP: \_\_\_\_\_ PARCEL: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

GPS Coordinates: Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

	Road Name Choices	Suffix (Rd, Ave, etc.)	Addressing Office		Co. Commission	
			Approve	Reject	Approve	Reject
1			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Signature(s) of requesting parties

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature (Barbour County Commission)      Date

\_\_\_\_\_  
Signature (Barbour County Addressing)      Date

Deposit Paid: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

# BARBOUR COUNTY REQUEST FOR ROAD NAME CHANGE PROCEDURE

To request a road name change prior to the completion of the address conversion portion of the Statewide Addressing and Mapping Project within Barbour County, the Barbour County Request for Road Name Change application must be completed and submitted to the Barbour County Mapping and Addressing Office.

In addition to the application a petition requesting a change in name, signed by owners of one hundred percent (100%) of the parcels on the road whose name is proposed to be changed, shall be filed with the Barbour County Clerk. Documentation such as a tax bill or deed, showing the ownership of each signatory to the petition must accompany the petition at the time of filing. A deposit of \$100.00 shall accompany the petition. Upon approval of the name change, the petitioner(s) shall be obligated to pay to Barbour County the actual costs incurred by the name change. The Barbour County Commission may at its discretion waive any fees associated with the name change.

## **The following standards should be adhered to when naming or renaming roads:**

*“Road” or “Street” means any public or private thoroughfare, used for vehicular traffic and/or any easement or right-of-way that provides sole access to more than two parcels or lots. This term shall be defined as the “Street Suffix” and shall include, but is not limited to; avenue, drive, way, boulevard, highway, lane, pike or similar street types.*

1. Each road should have one correct name for emergency services purposes and postal delivery purposes.
2. Any road with two or more residences should be named. Additionally, any road or trail with or without structures that might need to be accessed by emergency responders should be considered for naming to better locate it in an emergency.
3. Avoid duplicate road names at a minimum in the same ZIP code, and emergency service zone wherever practical. Optimally, avoid duplications in the entire county.
4. Avoid duplicate road names with different suffixes, such as PINE RD and PINE LN, especially when naming new roads or existing roads without names, or renaming existing ones.
5. Avoid sound-alike names. For example: BEECH and BEACH, MAINE and MAIN, GREY AND GRAY.
6. Avoid family names or individual’s names, especially living persons or politicians. Family names will only be accepted if 100% of the parcel owners affected by the road name agree to the name request.
7. Avoid road names longer than 22 characters (excluding pre- and post-directional and suffix). Abbreviations of such names may produce inadvertent duplicates.
8. Avoid special characters in street names. For example: hyphens, apostrophes, periods, and ampersands (&).
9. Avoid assignment of a primary street name that is also used as a standard suffix or directional. For example: NORTH AVE, COURT ST, and SOUTHEAST BLVD.
10. Avoid using numbers or numbered streets. For example: US HIGHWAY 290, 1ST ST, THIRD AVE.

11. All roads names should use a suffix. For a complete list of approved suffixes, see the enclosed standards for new road names.
12. If a directional (pre or post) is used in a road name, it should be abbreviated to avoid potential confusion with the road name. Approved directional abbreviations are: N, S, E, W, NE, NW, SE, and SW.
13. Avoid the use of pre- or post-directional or suffixes to distinguish separate non-continuous or continuous streets. For example: PALM CT, N PALM CT, PALM ST, and PALM AVE.
14. Avoid the use of non-standard street name suffixes in residential areas that may be confused with commercial developments. For example: STONEWALL PLZ, SMITH CTR.
15. Avoid using double suffixes in new street names. For example: TWIN BRANCH LN, CARVER RUN RD.
16. Use the following format for road or street names: Pre-Directional – 2 characters (max.), Road Name – 22 characters (max.), Road Suffix – 4 characters (max.), and Post-Directional – 2 characters (max.).
17. When naming new roads, consider using a consistent suffix for the type of road, such as those suggested below:  
 Avenue = A thoroughfare running principally in a north-south direction (or could be east-west depending on how “street” is defined).  
 Circle = Short road that returns to itself; circular or semi-circular roads.  
 Lane = Fire road or private road.  
 Loop = Short drive that begins and ends on the same road.  
 Road = Most common designation for a secondary thoroughfare; generally indicates a heavily traveled route.  
 Street = usually found in downtown or more congested areas; run principally in an east-west direction (or could be north-south depending on how “avenue” is defined).

ALLEY  
 AVENUE  
 BOULEVARD  
 CIRCLE  
 DRIVE  
 HIGHWAY  
 LANE

LOOP  
 PARKWAY  
 ROAD  
 SPUR  
 STREET  
 WAY

**Excerpt from the Barbour County Addressing Ordinance:**

- Section 6.2 No street within Barbour County may be assigned a name on a subdivision plat or otherwise until such name is registered with the Barbour County Commission, approved, and added to the Barbour County Road Name Index. The Barbour County Commission, or the duly authorized agent, shall have the authority to refuse registration of any name already in use, confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Barbour County Commission.
- Section 6.3 No Street name currently shown on a subdivision plat filed with Barbour County or otherwise shall be implemented by a subdivision owner until such name has been registered, approved and added to the Barbour County Road Name Index. The Barbour County Addressing Coordinator shall have the authority to refuse registration of any name already in use, confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Barbour County Commission.
- Section 6.4 Road names may not duplicate road names already assigned, irrespective of road name prefixes or suffixes except for roads located within different corporations.
- Section 6.5 A street name may not be differentiated using the same name by changing the street suffix such as a street or avenue.
- Section 6.6 A Street may have only one name throughout its entire length unless approved as an exception by the Barbour County Commission.
- Section 6.7 Following the completion of the address conversion portion of the Statewide Addressing and Mapping Project within Barbour County, there shall be a moratorium on changes in road and street names in the unincorporated parts of Barbour County for a period of two (2) years.