

# POCAHONTAS COUNTY ROAD NAME APPLICATION

1008 Jury Street

Marlinton, WV 24954

Phone: 304-799-6537 Fax: 304-799-5486

Please check one:

New Road Name: To name a road that is currently unnamed.

Road Name Change: To change the name of a road that is currently named. **A \$200.00 deposit is also required and may be used to pay any expenses associated with the name change.**

Applicant Contact Information:

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Name

Phone Number

Fax Number

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Mailing Address

Physical Address

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City

State

Zip Code

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Email Address

**Subject Road:**

Current Name (if applicable):

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Please see attached "Road Naming Guidelines" regarding naming limitations

**Proposed Name Choices:**

1 <sup>st</sup> Choice:
Alternate 1:
Alternate 2:

Please attach a vicinity map to this form (Map may be obtained from 911 Center)

Describe the beginning and end of the road to be named or changed: (e.g. intersection with another named street, end of street, length in miles from a beginning point)

Reasons for requesting a road name change or new road name (e.g. eliminate duplicate name, or to improve emergency response)



## Road Naming Guidelines

### **Road Naming Standards:**

- Road names shall be easy to read and pronounce.
- Road names shall not contain vulgarity or vulgar innuendo, nor insult to any person, group, or class of persons, or institution.
- Road names shall not sound similar to other road names within the county, whether existing or currently proposed.
- Road names shall not be numerical terms (1<sup>st</sup>, 2<sup>nd</sup>), alphabetical letters (A, B), or contain dashes, apostrophes, or have frivolous, complicated, or unconventional spellings.
- Road names shall use abbreviations, recognized by the US Postal Service and that are compliant with MUTCD regulations, when possible. (ex: Derby Canyon Road would be Derby Cyn Rd).
- Road names are limited to two words.
- Road names may not contain a directional designator as a part of the road name. (i.e.: Pine Loop Rd South, or South Pine Loop Rd)
- Road names shall be no more than 30 characters in length including spaces.
- Variations of the same name with a different road designation are considered duplication (i.e., "Pine Rd", "Pine Dr", and "Pine Ave")
- Articles ("The", "A", or "An") shall not be used to begin road names.
- Road names duplicating commercial or private facilities shall not be used (i.e., "School Road", "Sawmill Road")
- The use of a name derived from a community name or geographic feature shall be limited to use at locations in close proximity to such community or geographic features.
- A proposed road which is a continuation of, or in alignment with an existing road, shall continue with the road name of the existing road when possible.
- Roads that connect to each other and are not a natural extension of the existing road may not start with the same word as the road name at the point of origin.

### **Road Naming Procedure:**

- Only the following persons or agencies are authorized to apply to Pocahontas County to name or rename a road within Pocahontas County:  
An owner of property in Pocahontas County abutting the road, or having legal access to the owner's property by such road, for which naming or renaming is requested;  
Any public agency providing law enforcement, fire protection or other emergency response services to the public in Pocahontas County;  
Pocahontas County Commission  
Pocahontas County Sheriff  
Pocahontas County 911  
Pocahontas County Homeland Security & Emergency Management  
Pocahontas County Assessor's Office
- Road Naming Applications must be filed with the Pocahontas County 911 Director and accompanied by the following:
  - Identification of property owners whose property abuts the road to be named or renamed; and
  - Proof of notice of the road naming or renaming application to the identified property owners either in person or by certified mail.
- Property owners shall have thirty (30) days from the date of personal service of notice or the mailing date of the notice to submit written approval of the proposed name or alternate suggested road names.
- In the event that a road name cannot be agreed upon by the required number of property owners within 30 days of the request, Pocahontas County 911 may select and assign a road name.
- Applications must be entirely filled out and will be considered filed on the date physically received by our office.
- All road names shall be subject to a review by the Pocahontas County 911 Director, or designee, for compliance with the requirements and restrictions of the Pocahontas County Road Naming Ordinance, as well as ease of use with the E911 system.
- Once a road name has been chosen and approved, Pocahontas County 911 will then re-assign individual house address numbers and notify each landowner, whose access/driveway intersects the subject road, of the changes and their effective date.

### **Road Renaming:**

An application to **rename** a public or private existing road shall be additionally required to submit signatures of landowners whose property either abuts the road or has legal access to the road. A deposit in the amount of \$200.00 is also required up front and is payable to Pocahontas County Commission. Pocahontas County may recover from such deposit all documented county costs and expenses related to the road name change request.