



## CITY OF CHELAN PLANNING DEPARTMENT

135 E Johnson Ave., PO Box 1669, Chelan, WA 98816

Telephone: 509.682.8017 Fax: 509.682.8050

### APPLICATION FOR ROAD NAMING

Please check one:

**New Road Name:** Name a road that is currently unnamed. Additionally, you will be required to have a road name sign made and installed prior to the name becoming official.

**Road Name Change:** To change the name of a road that is currently named.

Applicant Contact Information			Location
Applicant (Print full name)			Current Road Name And Location (if applicable)
Physical Address			
Mailing Address			
City	State	Zip Code	
Telephone Number			
Email			
Proposed Name Choice			
Alternate Name Choice #1			
Alternate Name Choice #2			
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).			
Reasons for requesting a road name change or new road name (e.g. eliminate duplicated name, or to improve emergency service response).			

**The undersigned applicant certifies that the applicant has read, understood, and agrees to comply with the “Instructions for Applicants” and further agrees to comply fully with the “Road Naming Standards”.**

Applicant Signature \_\_\_\_\_ Date and Place \_\_\_\_\_

## INSTRUCTIONS FOR APPLICANTS

1. The applicant must either be (a) an owner of property abutting the subject road or having legal access to use the subject road; or (b) any public agency providing emergency response in order for this application to be considered.
2. Application shall be filed with the City of Chelan Planning Department and be accompanied by a property site map drawing showing the beginning and end of the road to be named and identify all property owners whose property abuts the road to be named or renamed. Applications must be entirely filled out and will be considered filed on the date physically received by our office.
3. The applicant understands that it is their responsibility to provide proof to the City that they've notified all affected property owners of the road naming or renaming application either in person or by certified mail and provide the City with signatures of those property owners that are in agreement with the naming.
4. The applicant understands that an application to rename a public or private existing road requires the signatures of 100% of the landowners whose property either abuts the road or has legal access to the road.
5. The applicant shall give property owners thirty (30) days from the date of personal service of notice or the mailing date of 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 a majority of the property owners within 30 days of the request, The City of Chelan may select and assign a road name.
6. All road names must comply with the requirements and restrictions of the Chelan County Road Naming and Addressing Code 10.20 as well as be easy to use with E911 computer-aided dispatch systems. A review of all proposed road names will be conducted by the County Engineer, or designee and the E911 director, or designee. A list of unavailable road names is posted on the Chelan County Public Works website or at <http://www.co.chelan.wa.us/public-works/pages/addressing-and-road-naming?parent=Departments>. Once a road name has been chosen and approved, The City of Chelan 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 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 (e.g., 1<sup>st</sup>, 2<sup>nd</sup>), alphabetical letters (e.g., 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. (e.g., Derby Canyon Road would be Derby Cyn Rd).
- Road names are limited to two words, not including the directional designator/prefix or the road name designator/suffix. Road names may not contain a directional designator/prefix or a road name designator/suffix as part of the base name. (i.e., Pine Loop Rd, or S North Pine Rd.) The base name is determined by the part of the road name that is neither the directional designator/prefix nor the road name designator/suffix.
- Road names shall be no more than 22 characters, including spaces, directionals, and the designator/suffix.
- Variations of the same name with a different road designation are considered duplication (i.e., "Pine Rd", "Pine Dr", and "Pine Ln").
- Articles ("The", "A", or "An") shall not be used to begin road names.
- Road names duplicating commercial or private facilities shall not to be used (i.e., "Bowling Alley", "Tennis Court").
- 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 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.
- The road designator/suffix of Lane (Ln) shall be required for all private roads.
- The road designator/suffix of Lane (Ln) shall not be used on any public roads.
- The following road designators may only be used on public roads: "Rd", "Dr", "Cir", "Ct", "Pl", "Lp", and "Way".
- The following road designators shall be reserved for use only within urban growth areas of the county: "St", "Ave", and "Blvd".
- Directional designators shall not be used as a word in any road name. Any directional designator shall be a prefix in the road name and bear the true direction of the road.

