

Municipal Planning Commission

**Application for Street Naming**

**MPC Hearing Date: SND No:**

|  |  |
| --- | --- |
| Applicant Information | Street Information |
| Name: | Proposed Street Name: |
| Address: | Subdivision Name: |
| Phone: | □ Private Street or □ Public Street |
| Agents Name, Address, Phone (If other than Applicant): | □ New Street Naming or a □ Street Renaming: |
| Location Description: |

**IMPORTANT:** This application must be typed or legibly printed and filed with the Planning Department in person or by mail to 915 Quarrier Street, Suite 1 Charleston, WV 25301. You or your representative must be present at the scheduled public hearing in order to present your request and answer questions. THE PLANNING DEPARTMENT WILL NOT ACCEPT ANY INCOMPLETE APPLICATIONS.

**The following supporting documentation must be submitted with this application:**

□ A petition containing the signatures of at least 80% of the owners of the land abutting the subject road;

□ A map which clearly delineates the street to be named;

□ A filing fee of $125.00; and

□ Any additional information, including photographs, elevations, testimonials or other documentation, which may support your application

I hereby affirm that all of the statements and information contained in or filed with this application are true and correct to the best of my knowledge.

Signature Date

**E911 Addressing Coordinator**

The E911 Addressing Coordinator will work with abutting landowners when naming or changing a street name for the purpose of bringing the name into compliance with the E911 Addressing Regulations. However, a petition containing 80% of the owner’s signatures shall not be required.

All street naming applications should first be presented to the Planning Commission, which will provide a recommendation to Council. A resolution will then be placed on the agenda for the Planning/Streets and Traffic Committee to consider that includes the Planning Commission’s recommendation and the street naming application as an exhibit.

***Guidance to be considered by Council and the Planning Commission***

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

1. Avoid duplicate road names in the county.
2. Avoid duplicate road names with different suffixes, such as PINE RD and PINE LN.
3. Avoid sound-alike names. For example: BEECH and BEACH, MAINE and MAIN, GREY AND GRAY.
4. 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.
5. Avoid using double suffixes in new street names. For example: TWIN BRANCH LN, CARVER RUN RD.
6. Avoid using numbers or numbered streets. For example: US HIGHWAY 290, 1ST ST, THIRD AVE.
7. Avoid names of living persons.
8. Avoid special characters in street names. For example: hyphens, apostrophes, periods, and ampersands (&).
9. Avoid the use of pre- or post-directionals or suffixes to distinguish separate non-continuous or continuous streets. For example: PALM CT, N PALM CT, PALM ST, PALM AVE.
10. Avoid road names longer than 18 characters (including spaces, pre- and post-directionals, and suffixes).
11. Avoid assignment of a primary street name that is also used as a standard suffix or directional. For example: NORTH AVE, COURT ST, SOUTHEAST BLVD.
12. If a road is continuous, try not to change the road name. If the name must change, then do so at an intersection or prominent landmark, rather than at a curve or some other arbitrary point.
13. All road names should use a suffix. For a complete list of approved suffixes, see the enclosed standards.
14. The suffix should be representative of the road type. For example: Circle is a short road that returns to itself. Lane is fire road or private road. Loop is short drive that begins and ends on the same road. Road is most common designation for a secondary thoroughfare; generally indicates a heavily traveled route. Street = Usually found in downtown or more congested areas.
15. 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.

**Council reserves the right to approve or deny any street name for any reason.**

**ROAD NAME SUFFIXES FOR NEW ROADS**

ALLEY ALY

AVENUE AVE

BOULEVARD BLVD

BYPASS BYP

CIRCLE CIR

DRIVE DR

EXPRESSWAY EXPY

EXTENSION EXT

FREEWAY FWY

HIGHWAY HWY

LANE LN

LOOP LOOP

PARKWAY PKWY

ROAD RD

SPUR SPUR

STREET ST

TERRACE TER

TURNPIKE TPKE

WAY WAY