



**JEFFERSON COUNTY, WEST VIRGINIA  
DEPARTMENT OF INFORMATION TECHNOLOGY**



**GIS / ADDRESSING OFFICE**

116 East Washington Street • Suite 201  
Charles Town, WV 25414  
Telephone: (304) 724-6759 • FAX: (304) 724-8992  
gis@jeffersoncountywv.org

**JEFFERSON COUNTY ROAD NAME PETITION FORM**

We the undersigned present this petition and request that action be taken administratively by the Jefferson County Addressing Office to consider the following indicated by check mark (X) and described below:

- ( ) **Assignment of a name to an unnamed road or shared right-of-way** (requires a majority, 50% + 1)
- ( ) **Change the name of an existing road** \_\_\_\_\_ (requires 80% of affected parcel owners).

We understand the purpose of this petition is to prevent and eliminate road name duplications and to assure the County that those residents and property owners along said roads have input in how it is named. Jefferson County's E9-1-1 Addressing Ordinance, Sections 4.2.1 and 4.6, in part authorizes the Jefferson County Commission to name or rename any public or private road.

***BEFORE filling out this petition, please preview the RNI (Road Name Index) online for potential duplicate or confusingly similar names that may prevent approval of your request. The RNI web- link can be found at:***

<http://www.jeffersoncountywv.org/home/showdocument?id=11191>

See page 3 for guidance on road name requests.

	Desired Road Name	Approve	Reject
1 <sup>st</sup> Choice		<input type="radio"/>	<input type="radio"/>
2 <sup>nd</sup> Choice		<input type="radio"/>	<input type="radio"/>
3 <sup>rd</sup> Choice		<input type="radio"/>	<input type="radio"/>

Approved By: \_\_\_\_\_

**This road is located off of what road? (Please attach a map drawing if necessary):**

\_\_\_\_\_

Name of Petition Leader: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Telephone (H): \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_

**\*The email will be used to inform you of the approval or your road name and will not be used for any purpose and will remain confidential for use only when communicating with you regarding this road name petition.**

# RULES FOR PETITION SIGNING

1. Petitioners must own property legally accessible from the common right right-of-way.
2. Only one member of each owner/residence needs to sign petition. **We must have the majority (50% plus one) of property owners sign before our office can review the petition.** *(In the event of an existing road name change request, we must have 80% of affected parcel owners sign)*
3. All property owners have one (1) vote regardless of how many lots are owned along the road.
4. If you own a rental property, please include your tenant's name, address and telephone number, so that they may be notified of the pending address change. Tenants shall not sign, nor vote.

Please **PRINT** your name, address and telephone number on the following spaces.

**On the last line PLEASE include your signature.**

## PROPERTY OWNERS

1. \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

**\*SIGNATURE** \_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

**\*SIGNATURE** \_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

**\*SIGNATURE** \_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

**\*SIGNATURE** \_\_\_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

**\*SIGNATURE** \_\_\_\_\_

## PROPERTY OWNERS (CONT.)

6. \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

**\*SIGNATURE** \_\_\_\_\_

7. \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

**\*SIGNATURE** \_\_\_\_\_

8. \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

**\*SIGNATURE** \_\_\_\_\_

9. \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

**\*SIGNATURE** \_\_\_\_\_

10. \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

**\*SIGNATURE** \_\_\_\_\_

**Please return completed petition to:**  
Jefferson County, West Virginia  
Department of Engineering, Planning, & Zoning  
GIS/Addressing Office  
116 East Washington Street – Suite 201  
Charles Town, WV 25414  
Telephone: (304) 724-6759  
Fax: (304) 724-8992  
E-mail [gis@jeffersoncountywv.org](mailto:gis@jeffersoncountywv.org)

**When choosing names, you should consider the impact to future sales and property values. Some names may have specific meaning to you but could disinterest or confuse future owners. Below are some guidelines by which our office reviews and approves/rejects suggested road names:**

**PROHIBITED:**

- **OFFENSIVE WORDS, TERMS OR PHRASES.**
- **PRECEDING NUMBERS (ie: Five Forks Road).**
- **DUPLICATES OR NAMES THAT SOUND TOO SIMILAR TO EXISTING ROAD NAMES.**
- **SYMBOLS (HYPHENS, APOSTROPHES, ETC.).**
- **CONJUNCTIONS SUCH AS 'AND' OR ARTICLES SUCH AS 'THE' (ie: Sarah AND George Drive).**
- **INITIALS AT THE BEGINNING OR END OF A NAME (ie: J Geils Drive).**
- **30 CHARACTER LIMIT ON ROAD NAMES.**

**DISCOURAGED:**

- **TRADEMARK NAMES, NOVELTY NAMES OR BRAND NAMES - DUE TO THEFT OF SIGNS**
- **PROFESSIONAL SPORTS NAMES AND CELEBRITY NAMES – DUE TO THEFT OF SIGNS**
- **FOREIGN NAMES, FAMILY NAMES AND WORDS THAT ARE DIFFICULT TO SPELL OR PRONOUNCE (may confuse the dispatcher when calling 911)**
- **ORDINAL DIRECTIONS THAT ARE NOT PREFIXES (ie: South Hills Drive, North Dakota Lane)**

**Please submit three (3) total names for each required road name; one (1) preferred name, plus two (2) alternatives in the event the desired road name is rejected. DIFFERENT SUFFIXES AFTER THE SAME NAME DO NOT CREATE SEPARATE CHOICES. (i.e. Joseph Lane, Joseph Way, Joseph Road)**