

**Town of Bolivar**

60 Panama Street – PO  
 Box 37 Harpers Ferry,  
 WV 25425  
 (304) 535-2476 • FAX  
 (304) 535-1474  
 bolivarth@frontiernet.net



**Jefferson County Addressing Office**

116 E. Washington Street, Ste. 201  
 P.O. Box 250, Charles Town, WV 25414  
 (304) 724-6759 • FAX (304) 724-8992  
 gis@jeffcowv.gov

**APPLICATION FOR ROAD NAME RESERVATION**

Clearly print the proposed road name(s) and submit this form to the City of Shepherdstown. The City of Shepherdstown will review the proposed road names(s), mark each as approved or rejected, and then forward this form to the Addressing Office. The Addressing Office will then review, marking each as approved or rejected. Within 60 days you will be notified of which road names that are approved by both entities and entered into the official Road Name Index (RNI). Please preview the RNI 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/county-government/departments/gis-addressing/addressing/road-subdivision-indexes>

The Addressing Office will retain the original form and send copies to both the applicant and the City of Shepherdstown for their records. **You must specify the number of roads requiring names. For each road, please submit three (3) total names; one (1) preferred name, plus two (2) alternatives in the event the desired road name is rejected.** Please list in order of overall preference.

SUBDIVISION NAME: \_\_\_\_\_ APPLICANT: \_\_\_\_\_

TAX DISTRICT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TAX MAP: \_\_\_\_\_ PARCEL: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

DB: \_\_\_\_\_ PAGE: \_\_\_\_\_

**THIS SECTION FOR OFFICE USE ONLY**

NUMBER OF ROAD NAMES NEEDED: \_\_\_\_\_

**Jefferson County City of Bolivar Addressing Office**  
 Approve Reject Approve Reject

	Road Name	Suffix (Rd, Ave, etc)	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"/>
6			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Signature (Town of Bolivar) \_\_\_\_\_ Date \_\_\_\_\_

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