

**City of  
Charles Town**

101 E. Washington Street  
Charles Town, WV 25414  
(304) 725-2311  
FAX (304) 725-1014



**Jefferson County  
Addressing Office**

116 E. Washington Street, Ste. 201  
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 <https://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: \_\_\_\_\_

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

**THIS SECTION  
FOR OFFICE USE ONLY**

**City of Jefferson County  
Charles Town Addressing Office**

	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 (City of Charles Town) \_\_\_\_\_ Date \_\_\_\_\_

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