

**City of
Ranson**

312 South Mildred Street
Ranson, WV 25438-1621
304-725-1010
FAX 304-728-8579



**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 my 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: _____

**THIS SECTION
FOR OFFICE USE ONLY**

NUMBER OF ROAD NAMES NEEDED: _____

**Jefferson County
City of Ranson 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 (City of Ranson) _____ Date _____

Signature (Jefferson County Addressing) _____ Date _____