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@jeffcowv.gov

APPLICATION FOR ROAD NAME RESERVATION

Clearly print the proposed road name(s) and submit this form to Jefferson County GIS/Addressing Office. The Addressing Office will review, marking each as approved or rejected. Within 60 days you will be notified of which road names that are approved 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: 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 Planning Department 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:_____   TAX DISTRICT:_____

TAX MAP:_____   PARCEL:_____   DB:_____   PAGE:_____

APPLICANT:_____   PHONE:_____ FAX:_____

NUMBER OF ROAD NAMES NEEDED: _____

	Road Name	Suffix (Rd, Ave, etc)	GIS/Addressing Office Approve	Reject
1			○	○
2			○	○
3			○	○
4			○	○
5			○	○
6			○	○
7			○	○
8			○	○
9			○	○
10			○	○
11			○	○
12			○	○

_____
Signature (Jefferson County GIS/Addressing)   Date

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