



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 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 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: _____

APPLICANT: _____

TAX DISTRICT: _____

PHONE: _____ FAX: _____

TAX MAP: _____ PARCEL: _____

EMAIL: _____

DB: _____ PAGE: _____

**For GIS/Addressing
Office Use Only**

NUMBER OF ROAD NAMES NEEDED: _____

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

Signature (Jefferson County Addressing) _____ Date _____