

**City of
Charles Town**

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



**Jefferson County
GIS/Addressing Office**

116 E. Washington Street, Ste 201
Charles Town, WV 25414
Phone: (304)-724-6759
Email: gis@jeffcowv.org

APPLICATION FOR ROAD NAME RESERVATION

Clearly print the proposed road name(s) and submit this form to the City of Charles Town. The City of Charles Town will review the proposed road names(s), mark each as approved or rejected, and then forward this form to the GIS/Addressing Office. The GIS/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 GIS/Addressing Office will retain the original form and send copies to both the applicant and the City of Charles Town 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: 03 - Charles Town Corporation
 TAX MAP: _____ PARCEL: _____ DB: _____ PAGE: _____
 APPLICANT: _____ PHONE: _____ EMAIL: _____
 NUMBER OF ROAD NAMES NEEDED: _____

	Road Name	Suffix (Rd, Ave, etc)	City of Charles Town		GIS/Addressing Office	
			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
Updated March, 2026

Signature (Jefferson County GIS/Addressing) Date

**See Road Naming Guidance on next page.

When choosing names, you should consider the impact to future sales and property values. Some names may have specific meaning to you but could disinterest or confuse future owners. Below are some guidelines by which our office reviews and approves/rejects suggested road names:

PROHIBITED:

- **OFFENSIVE WORDS, TERMS OR PHRASES.**
- **PRECEDING NUMBERS (ie: Five Forks Road).**
- **DUPLICATES OR NAMES THAT SOUND TOO SIMILAR TO EXISTING ROAD NAMES.**
- **SYMBOLS (HYPHENS, APOSTROPHES, ETC.).**
- **CONJUNCTIONS SUCH AS ‘AND’ OR ARTICLES SUCH AS ‘THE’ (ie: Sarah AND George Drive).**
- **INITIALS AT THE BEGINNING OR END OF A NAME (ie: J Geils Drive).**
- **30 CHARACTER LIMIT ON ROAD NAMES.**

DISCOURAGED:

- **TRADEMARK NAMES, NOVELTY NAMES OR BRAND NAMES - DUE TO THEFT OF SIGNS**
- **PROFESSIONAL SPORTS NAMES AND CELEBRITY NAMES – DUE TO THEFT OF SIGNS**
- **FOREIGN NAMES, FAMILY NAMES AND WORDS THAT ARE DIFFICULT TO SPELL OR PRONOUNCE (may confuse the dispatcher when calling 911.)**
- **ORDINAL DIRECTIONS THAT ARE NOT PREFIXES (ie: South Hills Drive, North Dakota Lane)**

Please submit three (3) total names for each required road name; one (1) preferred name, plus two (2) alternatives in the event the desired road name is rejected. DIFFERENT SUFFIXES AFTER THE SAME NAME DO NOT CREATE SEPARATE CHOICES. (i.e. Joseph Lane, Joseph Way, Joseph Road)