

COMMISSION POLICY

POLICY #4.3

SUBJECT: Road Name Policy

DATE ADOPTED
March 17, 2009

PAGE (BCC MINUTES)
Page 11

OBSOLETE VERSIONS (Can be found in the Inactive Policy Book.)

DATE ADOPTED

PAGE (BCC MINUTES)

May 16, 1995

Book 16, pg. 177-179

October 4, 2005

Page 11-13

February 19, 2008

Page 26

NOTE: (CHARACTERISTICS OF A GOOD POLICY AND PROCEDURE DOCUMENT) -- A policy is typically a document that outlines specific requirements or rules that must be met. The overall goal is to write policies that are clear, concise and in simple language. If you use an acronym, spell it out the first time you use it.

POLICY STATEMENT

This policy allows the Baldwin County Building Official to approve a **Road Name Change** or a **New Road Name** application and submit to E911 Addressing and or the Baldwin County Commission for approval as directed by Resolution #2006-04 dated October 4, 2005.

PROCEDURAL REQUIREMENT

In order to carry out this policy, the following steps must be taken:

1. An application is received by the Building Inspection Department. They in turn verify that all information is correct and that the requirements are met and processed accordingly.
2. If the application is for a **New Road Name** and all the requirements have been met, the application is forwarded on to E911 Addressing for processing.
3. The Building Official shall have the authority to reject any proposed New Road Name that in his opinion may increase the unauthorized removal of the road name sign.
4. If the application is for a **Road Name Change**, the following will apply:
 - a) Building Inspection staff receives request from either E911 Addressing or the General Public, maps out the road and verifies all information is correct.
 - b) A non-refundable processing fee of \$50.00 must accompany the application.

- c) Building Inspection staff presents to the Baldwin County Commission at Work Session. If at Work Session there is no problem or questions, the request is then forwarded to the County Commission for approval at the next regularly scheduled meeting.
- d) Once the request is approved by the Baldwin County Commission, the request is then forwarded to the Sign Division of the Highway Department for ordering of sign and installation.

FORMS/ATTACHMENTS/EXHIBITS

Resolution #2006-04 of the Baldwin County Commission
New Road Name Petition (application)
Road Name Change Petition (application)

STATE OF ALABAMA)

COUNTY OF BALDWIN)

RESOLUTION #2006-04

KNOW ALL MEN BY THESE PRESENTS, that **WHEREAS** citizens are rapidly moving into the unincorporated areas of Baldwin County requesting street and road addresses as required by the Baldwin County Emergency Communication District and the Baldwin County Building Inspection Department; and

WHEREAS, the Baldwin County Commission has authorized under Alabama State Enabling Legislation, Act No. 84-369, the establishment of an Emergency Communications District (E-911) the appointment of a governing body to supervise the operations of the Emergency Communications District; and

WHEREAS, to facilitate prompt and efficient response and delivery of emergency services, the Baldwin County Commission has determined that it is in the best interest of the citizens of Baldwin County, that the Building Inspection and E911 departments be authorized to jointly effect limited, supplemental road name modifications necessary to avoid delay in emergency response without petition or approval of affected residents or owners subject only to Baldwin County Commission approval and certification by E-911 that no change of address will be necessitated by such modification.

NOW, THEREFORE BE IT RESOLVED, that the Baldwin County Commission supports the recommendation of the Board to transfer County street and road addressing responsibility from the Baldwin County Building Inspection Department to the Baldwin County Emergency Communications District; and

THAT, it is the intent of the Baldwin County Commission that to better serve the citizens of Baldwin County by retaining certain duties of the Building Inspection Department, including that the department maintain the official Mylar maps keeping them current so that the various departments – Zoning, Coastal-Flood, Tax Assessment, Subdivision, Law Enforcement, and other County agencies are better served by access to these maps; and

THAT, it is the intent the Baldwin County Emergency Communications District assign addresses to all approved and recorded subdivisions; and

THAT, it is the intent that the Baldwin County Emergency Communications District assign addresses to all residential or commercial structures duly recorded and where a legal description tax map number, parcel number is furnished; and

THAT, it is the intent that subdivision developers be responsible for naming streets subject to Building Inspection Department approval; and

THAT, the developer will be responsible for erecting street signs as approved by the Baldwin County Highway Department; and

THAT, the Baldwin County Highway Department will maintain and/or replace standard street signs; and

THAT, it is the intent that private roads having three or more residential and/or commercial structures will be named by the Building Inspection Department and addressed by the Baldwin County Emergency Communications District; and

THAT, public roads will be addressed using the County or Federal Highway number; and

THAT, it is the intent that to better serve the citizens all Road Name Changes shall be the responsibility of the Baldwin County Commission and require the signatures of 90% of those affected by the change. Including the residences on the road and land owners with property on the road; and

THAT, it is the intent that all expenses for Road Name Changes be paid for in the amount of \$50.00 non-refundable prior to a hearing by the County Commission; and

THAT, it is the intent that the Baldwin County Emergency Communications District issue addresses to those citizens requesting street or road addresses with due consideration to accessibility for emergency response vehicles; and

*** THAT, notwithstanding any of the foregoing provisions to the contrary, the Baldwin County Building Inspection and E-911 Departments shall be authorized to jointly modify road names if necessary to avoid emergency response delay, without any requirement of petition or approval of affected owners or residents as aforesaid and without requirement of the aforementioned \$50.00 fee; provided however, that such modifications shall be supplemental only to the existing road name and shall be additions such as, without limitation, "North," "South," "East," "West," or "Extension," and further provided that Baldwin County Commission approval shall be required for any such modifications, and further provided that E-911 shall certify that any such modification shall not require or necessitate a change of address for affected residents or owners.**

RESOLVED THIS 4th DAY OF OCTOBER, 2005

BY: David Ed Bishop 10/7/05
DAVID ED BISHOP, CHAIRMAN / Date

ATTEST:

Locke W. Williams 10-10-05

LOCKE W. WILLIAMS / Date
Clerk/Treasurer

* This is an amendment to Resolution #95-34

SUGGESTIONS FOR COMPLETING THE NEW ROAD NAME PETITION

Please make sure you complete all required parts of the form and meet all the stated criteria so that your petition will pass its initial review. A rejection of your request at any point in the process will activate a twenty-four (24) month waiting period before another petition will be accepted for processing.

Road Name Selection

Personal names are strongly discouraged because many difficulties have resulted from allowing personal names at the outset of the naming program. If a name you wish to have considered begins with a word that has already been used for a road name anywhere in the county or municipalities, it will have to be refused. This is in order to avoid duplication that can lead to problems when wireless communication equipment is used to call for emergency response. You are welcome to contact the 9-1-1 Addressing personnel to check for duplication before submitting your petition.

Rev. 12/26/02 BCBd/cpw

NEW ROAD NAME POLICY & PROCEDURE
FOR BALDWIN COUNTY 911 PURPOSES

Effective March 15, 1994 the County Commission set a new policy for road naming by officially adopting the following resolution:

IT IS THE INTENT THAT PRIVATE ROADS HAVING THREE OR MORE RESIDENTIAL AND/OR COMMERCIAL STRUCTURES WILL BE NAMED BY THE BUILDING DEPARTMENT AND ADDRESSED BY THE BALDWIN COUNTY EMERGENCY COMMUNICATIONS DISTRICT.

This policy supersedes all previously existing policy with regard to the naming of private and public roads for the 911 Enhanced Emergency Response System in Baldwin County.

In the event you meet the criteria for naming a road under the present system you must complete and return this form to the attention of **Kim Stivener, Baldwin County Building Department, 201 E. Section St., Foley, AL 36535.**

Submit no less than three names:

First Choice: _____

Second Choice: _____

Third Choice: _____
(Generic-type names will receive preference over personal names.)

Location of Road: _____

Tax Map Number(s): _____
(Give exact location and direction of how the road will run through the property/ties.)

Check one: Private Road/Drive ___; Right-of-Way ___; Easement ___
Please give width of road or driveway and approximate length: Width ___ Length ___

On the next page list the names, mailing addresses, and telephone numbers of all land and building owners who will be located on this road. There is a separate section on the page for their signatures, which are **Required**. Be specific: list future development if known, and possible time of development. This could be a factor in approval of you application. Each structure will be renumbered. Include a specific description of the location of each driveway with this petition (e.g., you turn into John Doe's driveway 20 feet north of his south property line). In the Comments section give a brief background history and why you think the road should be named. Attach another sheet if necessary.

Rev. 12/26/02 BCB/epw

Names: _____

Comments: _____

After reviewing the application, if the Building Official approves the naming of the road, a reasonable time should be allowed to properly implement the new name into the Enhanced 911 Emergency System of Baldwin County. Applicants approved or denied will be notified by mail.

I/We, the undersigned, have read and understand that the naming of this road is for the sole purpose of the Enhanced 911 Response System of Baldwin County. I/We further understand that the naming of the road will in no way constitute responsibility for road maintenance of any type by the Baldwin County Commission, its agents or assignees, now or in the future.

Signature(s) of applicant(s) (all involved; attach another sheet if needed):

Choose one person as group representative: _____

Telephone No. _____
.....
(OFFICE USE ONLY) Date application received: _____

Recommended Action: _____

Results: _____

Rev. 12/26/02 BCBD/cpw

**INSTRUCTIONS FOR COMPLETING
THE ROAD NAME PETITION
(CHANGING A ROAD NAME)**

Your petition will be initially reviewed by the Addressing Staff of the Baldwin County Emergency Communications District (9-1-1). If the basic criteria are met, it will be forwarded to the Baldwin County Commission. The Commission will make a final decision.

Please make sure you complete all required parts of the form and meet all the stated criteria so that your petition will pass the initial review. A rejection of your request at any point in the process will activate a twenty-four (24) month waiting period before another petition will be accepted for processing.

Processing Fee

A non-refundable processing fee of **\$50.00** must accompany the petition. No cash, please; checks or money orders only, payable to the Baldwin County Building Department.

Road Name Selection/Changing All or a Portion of a Road

Personal names consisting of a first name and surname are strongly discouraged. Names beginning with the words **Bay, Bayou, Camelia or Camellia, Cedar, Cypress, Deer, Dogwood, Gulf, Hill, Holley or Holly, Juniper, Lake, Magnolia, Oak, Pecan, Perdido, Pine, Quail, Ridge, River, Village, Wolf, Or Wood** will be denied; these words have already been used several times each for road names in the county and municipalities. Word duplication of any sort is very strongly discouraged, so you are welcome to check with the Addressing Staff at the 9-1-1 Center to check the availability of any word you are considering before submitting your petition (947-5911 or Ext. 2486 at any courthouse). Please list at least one alternate name to your first choice.

It is only a portion of an existing roadway that you wish to have renamed, please be very specific in your description of the boundaries. The boundaries must be very clear; the name must not change in the middle of a "block", i.e., the road should be bisected by another road to make the boundary clear.

If you live in a recorded subdivision, it may be that the Commission will not approve a change, but will ask that the developer submit a new plat of the subdivision showing the new road name. This might happen because the Commission has previously stated that road names within subdivisions are the responsibility of the developer.

Who Can/Must Sign the Petition

90% of those affected by the change must sign the petition. This includes resident landowners, non-resident landowners, and non-owner residents on any properties that touch or must be accessed from the roadway. One representative may sign for each household or business; each landowner should sign. Names will be verified, ownership will be verified through the Tax Department and a field check of the number of inhabited structures will be made.

Return the completed form to: Addressing, B.C.E.C.D.
 PO Box 924
 Robertsdale, AL 36567

Revised sal-01/24/03

ROAD NAME CHANGE PETITION

We, the undersigned, hereby petition the Baldwin County Commission to permit the renaming of our roadway. We understand and accept that many roads in Baldwin County were named for ease of resident location, particularly for emergency response, and that renaming a roadway is a serious matter involving numerous agencies and departments. Further, we understand and accept that the participation of the Commission in this matter in no way constitutes responsibility on the part of the County for maintenance of the roadway now or in the future.

If the name change is not approved, we understand that we must wait twenty-four (24) months from the date of the rejection before submitting another petition.

CURRENT ROAD NAME: _____

 CHANGE ENTIRE ROAD TO: _____

OR

OR

 CHANGE PART OF ROAD TO NAME ABOVE: DESCRIBE PORTION TO BE CHANGED

NAME (PRINT) SIGNATURE OWNER OR RESIDENT? ADDRESS (STREET & MAIL) TELEPHONE

attach another sheet if needed

BACKGROUND INFORMATION

What reason is there to rename the road?

Check one: Private drive/road Right-of-way Easement

Location of and length of roadway:

Comments:

FOR OFFICE USE ONLY

Processing fee included with petition? Yes No
(If No, date received: _____)

Number of registered landowners: _____
Number of non-owner residents: _____ Total: _____
Number of signees: _____ % of Total: _____
Was percentage criteria met? Yes No

Are all names available? _____
If no, which can be used? _____

Tax map location(s): _____