

INSTRUCTIONS FOR COMPLETING THE ROAD NAME CHANGE PETITION

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 Building Department for presentation to the Baldwin County Commission. The Commission will make the 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

The Building Official shall have the authority to reject any proposed road name that in his opinion may increase the unauthorized removal of the road sign.

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 strongly discouraged so you are welcome to contact the Addressing Staff at the 9-1-1 center to check the availability of any word you are considering before submitting your petition (251-947-5911 or ext 2486 at any courthouse). Please list at least one alternate name to your first choice.

If 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 extremely 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 with subdivisions are the responsibility of the developer.

Who Can/Must Sign the Petition?

90% of those affected by the change must sign the petition. If you are set upon a personal name being used, **100%** must sign. This includes **resident landowners, non-resident landowners and non-owner residents** on any properties that touch our 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: B.C.E.C.D. Addressing Department, P. O. Box 924, Robertsedale, AL 36567

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

CHANGE PART OF ROAD TO: _____

Describe portion to be changed

<u>NAME</u> (print)	<u>SIGNATURE</u>	<u>OWNER</u> or <u>RESIDENT</u>	(street & mail) <u>ADDRESS</u>	<u>PHONE</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

attach another sheet if necessary

BACKGROUND INFORMATION

What reason is there to rename the road?

Check one: Private drive ____ Right-of-way ____ Easement ____

Location of and length of roadway:

Comments:

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Processing fee included with petition? yes ____ no ____
(If no, date received: _____)

Number of registered landowners: _____
Number of non-owner residents: _____ Total: _____
Number of signers: _____ % of total: _____

Was percentage of criteria met? yes ____ no ____

Are all names available? yes ____ no ____

Tax Map location(s): _____