



**BALDWIN COUNTY COMMISSION**

<b>POLICY #4.3</b>	
<b>Subject</b>	Road Name Policy
<b>Date Adopted</b>	March 17, 2009
<b>Agenda Item</b>	Agenda Item E 25, Minutes pg. 11
<b>Obsolete Versions</b>	May 16, 1995      Minute Book 16, pg. 177-179 October 4, 2005      Minutes pg. 11-13 February 19, 2008      Minutes pg. 26

**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 #2017-036](#) dated [December 6, 2016](#).

**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 requirements have been met, the application is forwarded 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 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 request to the Baldwin County Commission at a work session. If at the work session there are no issues or questions, the request is then forwarded to the Baldwin County Commission for approval at the next regularly scheduled meeting.
  - d. Once the request is approved by the Baldwin County Commission, the request is forwarded to the Sign Division of The Baldwin County Highway Department for ordering of sign and installation, and a letter sent to E911 Addressing notifying of Road Name Change.

**FORMS/ATTACHMENTS/EXHIBITS**

1. Resolution #2017-036 of the Baldwin County Commission – adopted 20161206
2. New Road Name petition (application) – revised 20161206
3. Road Name Change petition (application) – revised 20161206

STATE OF ALABAMA )

COUNTY OF BALDWIN )

**RESOLUTION #2017-036  
OF THE BALDWIN COUNTY COMMISSION**

**AMENDING RESOLUTION #2006-04 OF THE BALDWIN COUNTY COMMISSION (ADOPTED OCTOBER 4, 2005, REGULAR MEETING), RELATING TO THE REQUESTING STREET AND ROAD ADDRESSES AS REQUIRED BY THE BALDWIN COUNTY EMERGENCY COMMUNICATION DISTRICT AND THE BALDWIN COUNTY BUILDING INSPECTION DEPARTMENT.**

**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 Department and E-911 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.

**BE IT RESOLVED AND ORDAINED, BY THE BALDWIN COUNTY COMMISSION, IN REGULAR SESSION ASSEMBLED**, that they support the recommendations 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 that 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, commercial structures and cemeteries 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 and cemeteries will be named by the Building Inspection Department and addressed by the Baldwin County Emergency Communications District; and



**THAT**, roads providing access to cemeteries may be named by the Baldwin County Commission; 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 the Road Name Change be paid for in the amount of \$50.00 non-refundable prior to being heard before 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 Department 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 limitations, "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 expenses.

**FURTHER, AS RESOLVED AND ORDAINED, BY THE BALDWIN COUNTY COMMISSION, IN REGULAR SESSION ASSEMBLED, this instrument (Resolution #2017-036) shall become effective December 6, 2016.**

**DONE, AS RESOLVED AND ORDAINED, BY THE BALDWIN COUNTY COMMISSION, IN REGULAR SESSION ASSEMBLED, and under the Seal of the County Commission of Baldwin County, Alabama, on this 6<sup>th</sup> day of December, 2016.**

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T. CHISTOPHER ELLIOTT, Chairman

ATTEST:

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RONLAD J. CINK, County Administrator/Budget Director

## 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. You can contact the 9-1-1 Addressing Department @ 251-947-5911.

### Who Can/Must Sign the Petition?

100% of those affected must sign the petition.

**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.**

NEW ROAD NAME POLICY & PROCEDURE  
FOR BALDWIN COUNTY 911 PURPOSES

Effective ~~March 15, 1994~~ December 6, 2016 the Baldwin 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. ~~IN ADDITION, ANY UNAMED ROAD LEADING TO CEMETERIES CAN BE NAMED AS LONG AS THEY ARE SEPARATE FROM ANOTHER NAMED ROAD.~~ ROADS PROVIDING ACCESS TO CEMETERIES MAY BE NAMED BY THE BALDWIN COUNTY COMMISSION



This policy supersedes all previously existing ~~policy~~ policies with regards 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 Nelson, Baldwin County Building Inspection Department, 201 E. Section Avenue., 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 your 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.

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: \_\_\_\_\_

## 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, Robertsdale, 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?

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Check one: Private drive \_\_\_\_\_ Right-of-way \_\_\_\_\_ Easement \_\_\_\_\_

Location of and length of roadway:

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Comments:

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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 signers: \_\_\_\_\_ % of total: \_\_\_\_\_

Was percentage of criteria met? yes \_\_\_\_\_ no \_\_\_\_\_

Are all names available? yes \_\_\_\_\_ no \_\_\_\_\_

Tax Map location(s): \_\_\_\_\_