



# **STREET NAME APPLICATION FORM**

Jackson County GIS & Public Development Departments

67 Athens Street, Jefferson, Georgia 30549

Phone: 706-367-5908 Fax: 706-708-2506

Email: [addressing@jacksoncountygov.com](mailto:addressing@jacksoncountygov.com)

Proposed Name of Road: \_\_\_\_\_

Beginning at (cross street): \_\_\_\_\_

Ending at (cross street): \_\_\_\_\_

Purpose for Road: \_\_\_\_\_

Is this street in a subdivision? \_\_\_\_\_ If yes, subdivision name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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**Note:** If street names are being requested for a new subdivision the applicant must submit a full sized printed and digital legible plan for the subdivision. If the subdivision is a multiphase subdivision a copy of the master plan will be required as well. Addresses will not be given until the subdivision plat is approved by the governing authority.

**Note:** The applicant is responsible for recording development plats, including any associated fees. The applicant is also responsible for the cost of new street signs.

**Petition Requirements:** A Street Name Application must be accompanied by a petition that has been circulated among affected property owners. The petition should contain names, addresses, and signatures of all affected property owners. An affected property owner is one who owns an interest in property contiguous to the street. An example of the required petition is attached for applicant use.

At least 66% of the affected property owners, as determined by Jackson County Public Development Review, must sign the petition in order to initiate the street name change process. Applications submitted with a petition that contains signatures from less than 66% of the affected property owners will have the application, petition and a list of affected property owners returned to the applicant.

Return completed application and petition of property owners to : Jackson County Public Development, 67 Athens Street, Jefferson, GA 30549, Phone (706) 367-5908, Attn: Planning & Zoning Division.



## Petition of Property Owners to Accompany Street Name Application

An application is being submitted to request that the street between \_\_\_\_\_ and \_\_\_\_\_  
(cross street)

\_\_\_\_\_ be named \_\_\_\_\_  
(cross street) (proposed name)

The street name application is being submitted by \_\_\_\_\_  
(Applicant)

Note: The applicant is responsible for the cost of installation of new street name signs.

I am in favor of the proposed street name change.

Printed Name	Address	Day Phone	Signature	Date
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Return completed application and petition of property owners to: Jackson County Public Development, Planning & Zoning Division, 67 Athens Street, Jefferson, GA. 30549, Phone (706) 367-5908



## STANDARDS FOR STREET NAME

### 8-5-17 Consideration of New or Proposed Road Names

- AA The Planning & Zoning Division reviews the proposed street name for compliance with Jackson County Roads and Addressing Ordinance 8-5-17.

#### A) Selection Standards

The naming of roads, particularly in new subdivisions, shall be reviewed and approved by the Jackson County GIS Department and the Jackson County Public Development Department per the Selection Standards outlined below in 3-3-1 A. Persons submitting road names that are rejected shall be notified so that changes may be made prior to the plan review process.

The following standards will be used in consideration of new or proposed road names. All current roads that would otherwise not meet these standards will be granted exceptions and maintain those names until changes, if considered, can be made to conform to this Ordinance. In addition to those outlined in the GISOP, the standards used are as follows:

- 1) Names of new roads or proposed changes must not duplicate, in wording, in sound or pronunciation, an existing road within Jackson County regardless of distance between occurrences or in address ranges/block numbers. For communities that cross county boundaries the road names should not duplicate any other road name within the incorporated boundaries of that municipality or the same zipcode community name even if it crosses into another adjoining county.
- 2) Road names may not contain abbreviations of words, names or initials
- 3) Numerical references are prohibited, such as Fifth, Ten
- 4) Names of individuals will only be permitted for honorary purposes unless the individual holds a state, national or local significance
- 5) Single alphabetical characters are prohibited
- 6) Road names must be easy to pronounce and easily recognizable in emergency situations
- 7) Special characters will not be permitted; periods, dashes, apostrophes, hyphens, etc.
- 8) Names that may be offensive (slang, words with double-meanings) will not be allowed
- 9) Road names will be continuous throughout its entire length, when feasible.
- 10) Names which have homonyms (i.e., other words pronounced similarly but spelled differently) should not be used on any street and certainly not on multiple streets even if the street type is different (e.g., Steven Lane / Stephen Lane; Disk Drive / Disc Lane).

#### B) Prefixes and Suffixes

Directional prefixes and suffixes will be used only when necessary. If used, cardinal (North, South, East & West) directions will only be used as prefixes and ordinal (Northwest, Northeast, Southwest, & Southeast) directions will only be used as suffixes, in accordance to established baselines as outlined in the GISOP. The use of both a prefix and suffix for addresses and road names will not be permitted.

### **C) Road Types**

Each approved road name will be required to have a road type. There shall only be one road type per road name. Road types permitted for use in Jackson County will be in compliance with the standards of the USPS. (See USPS Publication 28) Both the Jackson County GIS Department and the Jackson County Public Development Department have the authority to determine which road type(s) shall be suitable for the new or proposed name, as outlined in the GISOP. If the requested type is deemed inappropriate by the Jackson County Public Development Department, a new one must be chosen.