

# CROOK COUNTY BUILDING DEPARTMENT ADDRESSING DIVISION

300 NE 3<sup>RD</sup> STREET • PRINEVILLE, OREGON 97754 • (541) 447-3211 • FAX (541) 416-2139



## PETITION TO NAME OR RENAME A ROAD

### PROCEDURE AND REQUIREMENTS

#### 12.12.230 Application

A request to name or rename a road shall be made as follows:

(1) A petition to name or rename a road may be submitted to the county building department. The petition shall include, at a minimum, the following:

- a) Signatures of not less than 75 percent of the residents along the road, plus, in the event a resident is not the legal or equitable title holder, the signatures of the last owner of record according to the county assessor's office.
- b) The name and phone number of the designated contact person.
- c) The location of the road by description and map.
- d) The legal status of the road, if known.
- e) The existing road name, if known.
- f) The proposed road name.
- g) The reason for the request.
- h) Written response from the local post office.
- i) Written response from the county 911 dispatch manager.

**This petition must also be accompanied by the applicable fee:**

NEW ROAD NAME	\$150.00
RENAME EXISTING ROAD	\$200.00

*\*This fee is non-refundable, non-transferable, and applies to the road name requested in this petition/application only. Should the road name request be denied by County Court during the hearing process, a new petition/application and applicable fee would be required to submit a different name.*

### PROCESSING THE APPLICATION

Once your application is deemed complete, the Addressing Division will begin processing your application. A hearing date will be set with the County Court and notice of the request will be sent to all residents abutting the road to determine the general consensus concerning the proposed road name. All affected agencies and departments will also be notified of the request. A recommendation and proposed order will be prepared for the County Court.

The County Court will conduct a public hearing on the recommendation and order at a regular court meeting. Following the public hearing, the court shall adopt, reject, or modify and adopt the proposed order. All parties of record will be notified, in writing, of the decision.



**Note:** Any existing addresses may be subject to change in order to comply with Crook County Code 12.12.550

**REQUEST**

This is a request to:     NAME A ROAD            Proposed Name: \_\_\_\_\_  
                                   RENAME A ROAD        Existing Name: \_\_\_\_\_

**APPLICANT INFORMATION**

If there is more than one applicant making this request, please designate a contact person.

Applicant Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

**ROAD INFORMATION**

What is the legal status of the road?     County/City     Public     Private / Easement     Unknown

Is this a Condition of a Planning Approval?     Yes             No

Is there an Approved Road Approach?         Yes             No

What is the reason for this request? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RESIDENT INFORMATION**

How many residents currently use this road for access to their property? \_\_\_\_\_

Have you contacted and received signatures of concurrence of not less than 75% of the current residents along the subject road, plus, in the event a resident is not the legal or equitable title holder, the signatures of the last owner of record according to the county assessor's office?     Yes     No

If not, why? \_\_\_\_\_

\_\_\_\_\_

**\*Note: This petition/application must be accompanied by the resident signatures and will not be deemed complete without this required documentation.**



**RESIDENT NAMES & SIGNATURES**

***Resident 1.***

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

***Resident 2.***

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

***Resident 3.***

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

***Resident 4.***

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

***Resident 5.***

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

***Resident 6.***

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

***Resident 7.***

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

***Resident 8.***

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

***Resident 9.***

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

***Resident 10.***

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_



**Resident 11.**

Name \_\_\_\_\_  
Address \_\_\_\_\_

Signature \_\_\_\_\_

**Resident 13.**

Name \_\_\_\_\_  
Address \_\_\_\_\_

Signature \_\_\_\_\_

**Resident 15.**

Name \_\_\_\_\_  
Address \_\_\_\_\_

Signature \_\_\_\_\_

**Resident 17.**

Name \_\_\_\_\_  
Address \_\_\_\_\_

Signature \_\_\_\_\_

**Resident 19.**

Name \_\_\_\_\_  
Address \_\_\_\_\_

Signature \_\_\_\_\_

**Resident 21.**

Name \_\_\_\_\_  
Address \_\_\_\_\_

Signature \_\_\_\_\_

**Resident 12.**

Name \_\_\_\_\_  
Address \_\_\_\_\_

Signature \_\_\_\_\_

**Resident 14.**

Name \_\_\_\_\_  
Address \_\_\_\_\_

Signature \_\_\_\_\_

**Resident 16.**

Name \_\_\_\_\_  
Address \_\_\_\_\_

Signature \_\_\_\_\_

**Resident 18.**

Name \_\_\_\_\_  
Address \_\_\_\_\_

Signature \_\_\_\_\_

**Resident 20.**

Name \_\_\_\_\_  
Address \_\_\_\_\_

Signature \_\_\_\_\_

**Resident 22.**

Name \_\_\_\_\_  
Address \_\_\_\_\_

Signature \_\_\_\_\_



Attachment “C”

This petition/application must be accompanied by a legible map showing in detail the following:

- a. Location of road
- b. Width of road
- c. Length of road
- d. All Adjoining Property
- e. All Intersecting Roads
- f. North Indicator
- g. Tax Map Number

**Note:** per Crook County Code 12.12.450, a Road Name sign is required. Please request a sign(s) manufactured to the required MUTCDM (Manual for Uniform Traffic Control Devices) specifications, from one of the following;

1. If sign placement is to be inside of County Right of Way then call:

(541) 447 4644 - Crook County Road Department

2. If sign placement is to be outside of County Right of Way then search for a sign recycling vendor on-line or look under the ‘Signs’ heading in the Yellow Pages.

