

## ROAD NAMING APPLICATION REVIEW PROCESS



# ROAD NAMING APPLICATION 2010

Return Application  
Materials to Either:

**Bryce Mertz**

GIS Coordinator

Voice: (541) 573-8195

[harneygis@co.harney.or.us](mailto:harneygis@co.harney.or.us)

OR

**Darwin Johnson Jr.**

Assistant Planner

Voice: (541) 573-8174

[planningassistant@co.harney.or.us](mailto:planningassistant@co.harney.or.us)

at

**Harney County  
GIS / Planning Department**

450 N. Buena Vista

Burns, OR 97720

Fax: (541) 573-2762

Visit us @

[www.co.harney.or.us](http://www.co.harney.or.us)

### COUNTY COURT MEETINGS ARE HELD

Harney County Courthouse

Judge Grasty's Office

1<sup>st</sup> & 3<sup>rd</sup> Wednesday

of each month

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Application Revision Date:

**January 2010**

This form should be used to apply for a new Road Name or Renaming of a Road in the unincorporated areas of Harney County. Project review will be through an integrated and consolidated format as follows:

**1. Purpose: When Three or more Homes on a Road:**

*"Any private road that provides access to three or more buildings and requires a name in order to promote the health, safety and welfare of the public."* (Section 9.100 3.A.3.) The applicant(s) will then submit all applicable materials to the Planning or GIS Departments to be submitted to County Court.

**2. Application Meeting**

The GIS Department in cooperation with the Planning Department will contact the applicant(s) again to review the submitted application within one week after all materials have been submitted if the application is incomplete. The GIS Coordinator will review applicable regulations in regards to the type of application. Once the application is complete the GIS / Planning Department will notify the Harney County Court of the Road Naming Application.

**3. Processing Road Name Applications**

*"The Harney County Planning Department shall have responsibility for processing and maintaining applications for road naming and renaming and shall perform such functions in the following manner:"* (The following is a summary of HCZO Section 9.100 D.1-5) 1. Verify legal status of the road and who maintains it. 2. Check for proposed name duplication. 3. Perform a field check. 4. Find an alternate name if needed. 5. Notify departments and agencies of the proposed change as it affects them.

**4. Consideration by the Harney County Court**

The application will then go before the Harney County Court. The Court will then decide if the proposed name is consistent with Harney County Zoning Ordinance (Section 9.100 3.B.3.)

**5. Completion: (Section 9.100 3.E.)**

The original documentation shall be recorded with the County Clerk's office and kept in the Planning/GIS Department. The approved Road Name changes will then be made by the Harney County GIS Department in cooperation with the Planning Department. County maps and files shall be updated as appropriate. Owners, occupants and other affected agencies and departments will be notified of the Road Naming changes. New address stakes and Signs will be installed in a timely manner. If applicable, fees associated with Road Naming signs and address stakes must be paid prior to installation of new materials.

Date Received: \_\_\_\_\_



## Harney County GIS / Planning Road Naming Application 2010

This application must be submitted to the Harney County GIS / Planning Department, 450 N. Buena Vista, Burns, OR 97720, (541) 573-8195 or 573-8174. Acceptance of the application does not guarantee approval of proposed name or name change. **PLEASE COMPLETE THIS APPLICATION BY PRINTING CLEARLY WITH A BLACK INK PEN (copies come out better). THANK YOU.**

### Section 1: Contact Information

Please include all affected Property Owner(s) and/or Occupant(s).

<b>1. Name of Applicant(s):</b>	
Current Address:	
City, State, Zip:	
Telephone Number:	
Assessor's <b>Account Number</b> for the Property:	
<b>Legal Description and Tax Lot Number</b> for the Property:	Township: _____ Range: _____ Section: _____ Tax Lot: _____

<b>2. Names of Current Property Owner(s) and/or Occupant(s):</b>	
Address:	
City, State, Zip:	
Telephone Number:	
Assessor's <b>Account Number</b> for the Property:	
<b>Legal Description and Tax Lot Number</b> for the Property:	Township: _____ Range: _____ Section: _____ Tax Lot: _____

<b>3. Names of Current Property Owner(s)and/or Occupant(s):</b>	
Address:	
City, State, Zip:	
Telephone Number:	
Assessor's <b>Account Number</b> for the Property:	
<b>Legal Description and Tax Lot Number</b> for the Property:	Township: _____ Range: _____ Section: _____ Tax Lot: _____

<b>4. Names of Current Property Owner(s)and/or Occupant(s):</b>	
Address:	
City, State, Zip:	
Telephone Number:	
Assessor's <b>Account Number</b> for the Property:	
<b>Legal Description and Tax Lot Number</b> for the Property:	Township: _____ Range: _____ Section: _____ Tax Lot: _____

<b>5. Names of Current Property Owner(s)and/or Occupants:</b>	
Address:	
City, State, Zip:	
Telephone Number:	
Assessor's <b>Account Number</b> for the Property:	
<b>Legal Description and Tax Lot Number</b> for the Property:	Township: _____ Range: _____ Section: _____ Tax Lot: _____

## Section 2: Road Naming

Complete this section when requesting a new Road Name or Renaming an existing road. Refer to HCZO, Article 9, and Section 9.100, to ensure the Proposed Road Name is in compliance with the Road Naming Standards. If a drive has three or more homes on it then it needs a Road Name and signage.

<p>1. Who is <b>making the request</b> for changes to the Rural Addressing System? What category would you place yourself into?</p>	<p><input type="checkbox"/> Property Owner with property along the specified roadway;  <input type="checkbox"/> Person renting or occupying the property along the specified roadway;  <input type="checkbox"/> Other _____</p>
<p>2. <b>Location of Roadway</b> by description AND Assessor's Map:</p>	
<p>3. <b>Legal Status</b> (who owns the road <i>if known</i>)</p>	<p><input type="checkbox"/> County Road  <input type="checkbox"/> Private Road  <input type="checkbox"/> Other _____</p>
<p>4. <b>Existing Road Name</b> if applicable:</p>	
<p>5. <b>Proposed Road Name</b> (if more than one residence uses the road attach a petition that <u>all</u> agree on the proposed road name):</p>	<p><input type="checkbox"/> Yes, there are more than one residence using the road for access, a PETITION is completed below.  <input type="checkbox"/> No, there are not multiple residences using the road to access their property.</p>
<p>6. <b>Reason for the requested naming or renaming of the road:</b></p>	
<p>7. Do you use this road to <b>access</b> your property?</p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No</p>
<p>8. <b>PETITION: Signatures</b> of property owners along the Road that is being named or renamed, is it attached?</p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No</p>

## Section 3: Road Naming Petition

When naming or renaming a road in the County, those that use the road to access their property must agree to the proposed road name.

Existing Road Name: \_\_\_\_\_ or, Private Access Road  not currently named.

### Proposed Road Name (option 1): \_\_\_\_\_

Access is running predominantly: North-South **will be a Road**  East-West **will be a Lane**

Number of Characters (*maximum of 15 excluding Suffix*): \_\_\_\_\_

Number of Words (*maximum of 3 excluding Suffix*): \_\_\_\_\_

Reason name was chosen: \_\_\_\_\_

### Proposed Road Name (option 2 if necessary): \_\_\_\_\_

Access is running predominantly: North-South **will be a Road**  East-West **will be a Lane**

Number of Characters (*maximum of 15 excluding Suffix*): \_\_\_\_\_

Number of Words (*maximum of 3 excluding Suffix*): \_\_\_\_\_

Reason name was chosen: \_\_\_\_\_

By signing my name below I agree with the proposed road name listed above:

Printed Name of Property Owner and/or Occupant	Signature of Property Owner and/or Occupant	Current Address

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## Section 4: County Approval and Signoff

The following page must be signed by the Harney County Court, which gives approval of the Road Name and to proceed with the Road Naming Changes, and address changes.

IN THE COUNTY COURT FOR THE STATE OF OREGON  
FOR THE COUNTY OF HARNEY

In the Matter of Road Naming in the County of Harney, State of Oregon.	RESOLUTION #
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The Harney County Court hereby resolves as follows:

WHEREAS, application has been made to name a road in Harney County; and

WHEREAS, the Harney County Zoning Ordinance Section 9 requires that, *“Any private road that provides access to three or more buildings and requires a name in order to promote the health, safety and welfare of the public.”* (Section 9.100 3.A.3.); and

WHEREAS, the Harney County Court has reviewed the application and found the proposed road name to be consistent with the Harney County Zoning Ordinance. (Section 9.100 3.B.3.);

NOW, THEREFORE, IT IS HEREBY RESOLVED that:

The new name of the road in the county shall be called \_\_\_\_\_, Suffix\_\_\_\_\_. Accordingly, all residents on the said road will be notified of the change. Assignment of addresses will then be made to follow Harney County and State addressing requirements.

DATED this \_\_\_ day of \_\_\_\_\_, 2010.

HARNEY COUNTY COURT

\_\_\_\_\_  
Steven E. Grasty, Judge

\_\_\_\_\_  
Dan Nichols, Commissioner

\_\_\_\_\_  
Jack Drinkwater, Commissioner