

# CROOK COUNTY COMMUNITY DEVELOPMENT

300 NE 3<sup>RD</sup> ST RM 12, PRINEVILLE, OREGON 97754 • (541) 447-3211 • FAX (541) 416-2139

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## PETITION TO NAME OR RENAME A ROAD

### PROCEDURE AND REQUIREMENTS

(from Crook County Code 12.12.230)

**Please include, at a minimum, the following:**

#### **Attachment A - Identification**

- a. The proposed road name.
- b. The existing road name, if known.
- c. The name and phone number of the designated contact person.
- d. The legal status of the road easement, if known.
- e. The reason for the request.

**Attachment B** - 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.

**Attachment C** - The location of the proposed road by description and map.

### **THIS PETITION MUST ALSO BE ACCOMPANIED BY THE APPLICABLE FEE:**

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

### PROCESSING THE APPLICATION

Once your application is deemed complete, a hearing date will be set with the County Court and a proposed order will be prepared for the County Court to review.

The County Court will conduct a public hearing on the proposed 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



**Attachment A**

**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 the required documentation.**



## 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(s)

**Note:** per Crook County Code 12.12.450, a Road Name sign is required.

### **SIGN REQUEST PROCESS:**

During the road name application process, the Crook County Road Department will be notified with a Road Naming approval form that will include a request for R.O.W. determination of sign placement and if additional signage is required. After the proposed Road Naming Order is adopted then one of the following can take place:

- If it is determined that the placement is to be in the County R.O.W., then an 'Application for Sign in County R.O.W.' is required to be completed. Community Development will submit a copy of an approved application and fee invoice to the Road Department requesting the making and installation of a sign(s) per application. Then the Road Department will notify Community Development Addressing when installation is complete. Then appropriate addresses will be determined and all parties of record will be notified.

- If it is determined that the placement is outside the County R.O.W., then the applicant can either search for a sign recycling vendor on-line or look under the 'Signs' heading in the Yellow Pages and request to purchase a sign(s) manufactured to the required MUTCDM (Manual for Uniform Traffic Control Devices) specifications. After Community Development Addressing is notified that the installation is complete, appropriate addresses will then be determined and all parties of record will be notified.

