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ATTACHMENT D – Private Road Addressing Program

EXHIBIT “A-1”

PRIVATE ROAD ADDRESSING NAMING PROGRAM

Purpose: This program is designed to establish or change a private road name provide addresses to residents on private roads for the proposes of assigning or changing site addresses and to aid emergency services and others in locating residences.

Applicability: When three or more lots are accessed by a private road, each lot is required to have an address and the associated private road is required to be named in accordance with this Private Road Naming Program. Additionally, when an unnamed private road that is associated with dashed or letter addresses is extended, the entire length of the private road is required to be named in accordance with this Private Road Naming Program.

NOTE: Use of this program will result in all your permanent addresses associated with the private road being changed.

Process: There are two options to name a private road:

Option 1: Prior to site address assignment, over 50% of the property owners served by the private road ~~will have to~~ shall sign the attached Exhibit "B-1" Addressee's Acknowledgment Form, acknowledging the conditions attached hereto which state; that the **address is for location purposes only**, that the **status of the private road will not be changed**, that **mail delivery and school bus service still will not be available**, and that **Lewis County will take over road maintenance responsibilities**. ~~The approval of the private road name and address assignment does not certify nor guarantee the private road as adequate access to the lots it serves.~~ The Addressee's Acknowledgement Form, with signatures, shall be submitted to Lewis County Community Development.

Option 2: When an **existing** unnamed private road is required to be named per the Lewis County Code, the applicant may choose Option 1 or may choose to allow Lewis County to name the private road from a list of pre-approved names. Under Option 2, Lewis County shall send a letter to all impacted property owners informing them of the new private road name.

Regardless of Option 1 or Option 2, the applicant is responsible for any required signage of the private road. Together with the executed Exhibit "B-1" a designated contact person The applicant shall provide Lewis County a copy of a with two maps showing the following information:

1. A copy of the Lewis County Assessor's map showing the road location and properties to be addressed.
2. A map showing the following information:
 - a. North Arrow

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- b. A minimum of two (2) of the nearest crossroads. Please label all road names and any other significant landmarks for locational reference.
 - c. The boundary lines of all properties served by the proposed private road.
 - d. The location and name of all existing roads that intersect with the private road.
 - e. The exact location of the proposed private road on each affected property.
 - f. The location of any fences in close proximity to the proposed private road.
3. ~~A copy of the Lewis County Assessor's map showing the road location and properties to be addressed.~~

Approval Criteria: Private road names will be reviewed for approval and subject to the following restrictions:

1. If the road is a new spur off an existing private road, a new road name must be assigned to the spur.
2. The proposed road name shall not duplicate any other road name in Lewis County. Provided, if the proposed road is an extension of an existing named private road, then the same road name must be used. Note – Unnamed private roads that are extended are required to be assigned a name. See Lewis County Code Title 16.02.
3. The proposed road name shall not exceed 10 characters or letters, including spaces between letters or characters excluding the words private, road, drive, lane, etc.
4. Lewis County reserves the right to veto any proposed name they believe would be either confusing to the public or inappropriate.
5. If a majority of owners cannot agree on an acceptable name, Lewis County shall administratively assign a name from a pre-approved list of names.

Next Steps: ~~After all applicable information has been provided, and the proposed road name has been approved, the Lewis County Community Development Department, Permit Center and Building and Fire Safety Section will~~ shall assign addresses based on the same system and formula presently used to assign addresses on public roads.

Road Sign Installation: Lewis County Public Works, Traffic Control Division, will only install the necessary road name signs at private roads intersecting county roads and state highways. Please refer to the Private Road Sign Installation memo for instructions. Sign installation will only take place after the contact person has notified the Permit Center that the address stake identifying the proposed private road is in place. All interior private branch road name signs shall be purchased and installed at the residents' expense and shall conform to Lewis County road sign standards.