



## PRIVATE ROAD NAMING PROGRAM

**Purpose:** This program is designed to establish or change a private road name for the purposes 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 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 shall sign the Addressee's Acknowledgment Form. 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 have Lewis County name the private road from a list of pre-approved names. Under Option 2, Lewis County Community Development 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. Signs originating from state highways must conform to state standards and obtain authorization from Washington State Department of Transportation for installation.

The applicant shall provide Lewis County with two maps:

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
  - 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.

**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 the proposed road name has been approved, the Lewis County Community Development Department 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. Please refer to the Private Road Sign Installation memo for instructions. 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.



## ADDRESSEE'S ACKNOWLEDGEMENT FORM

### \$100 Processing Fee

This form is for the assignment of a private road name and associated site addressing. The primary contract person listed below shall complete the form and provide all necessary information to Lewis County prior to the assignment of a private road name and associated site addressing.

I, \_\_\_\_\_ (print name), have read the foregoing Private Road Addressing Program and the requirements under which it is issued. I understand that the assignment of a private road name and associated addresses is made with the following conditions:

1. Use of this program will result in your permanent address being changed and may result in your mailing address being changed.
2. If applicable, the US Postal Service will not extend deliveries onto a private road; delivery will remain at the public road access point.
3. If applicable, school bus service, and all other services associated with county roads will not be added on a private road; services will remain at the public road access point.
4. The assignment of a private road address does not mean that the private road is accepted into the County Road System. Lewis County has no responsibility to build, improve, maintain, or otherwise service the private road.
5. Permission is given for Lewis County to utilize GPS for mapping of the new private road.

### PROPOSED PRIVATE ROAD NAME (LIST BY ORDER OF PREFERENCE):

Use one (1) letter/character or space per box – not to exceed a total of 10. Do not include the words private, road, drive, lane, etc. **The road name may not duplicate any other road name in Lewis County.**

- |    |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |      |
|----|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------|
| 1. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Lane |
| 2. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Lane |
| 3. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Lane |

Contact Person (Please Print): \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

**Signatures from OVER 50% of property owners are required.** If a majority of owners cannot agree on an acceptable name, Lewis County may suggest a name or, if needed, administratively assign a pre-approved private road name.

**Note: Your signature below acknowledges that you have read and understand the conditions of the Private Road Addressing Program as stated above.**

**SIGNATURES**

**NAME PRINTED**

**PARCEL#**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**If more than 6 signatures are required, please use the reverse side of this document.**

**FOR COMPLETION BY PERMIT TECHNICIAN**

Origin \_\_\_\_\_ Grid Location \_\_\_\_\_ Page \_\_\_\_\_  
☐ Assessor's Map Showing Nearby Crossroads \_\_\_\_\_ ☐ Stakes Issued Placed \_\_\_\_\_  
Neighboring Address \_\_\_\_\_ ☐ (Shown on Attached Map)

**FOR COMPLETION BY INSPECTORS**

Milepoint \_\_\_\_\_ End of Road \_\_\_\_\_ Nearest 100 Block \_\_\_\_\_  
Address(es) Assigned \_\_\_\_\_



## *Lewis County Department of Public Works*

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Josh S. Metcalf, PE, Director

Geoff Soderquist, PE, County Engineer

### **PRIVATE ROAD SIGN INSTALLATION**

NOTE: These instructions apply only to private road signs that are on county right-of-way. Private road signs on private property need to be handled by the landowner(s). It is important that signs be replaced as soon as possible so that emergency vehicles can find you.

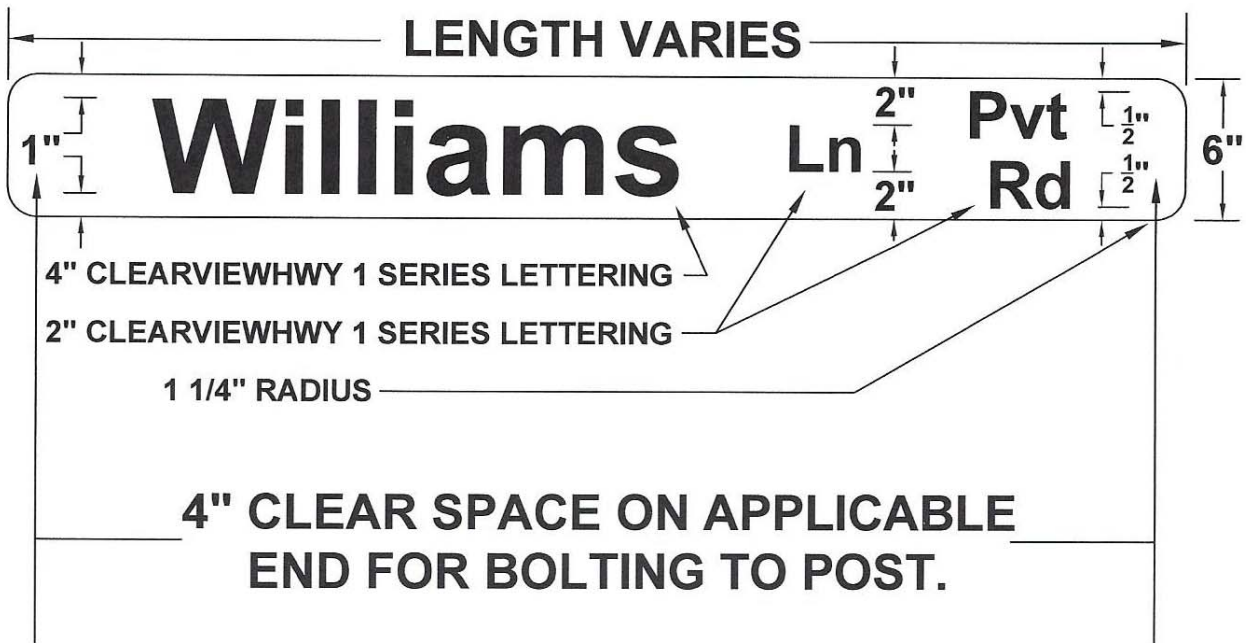
There is an installation fee for installing private road signs for new private roads. This is a one-time fee of \$250.

When a private road sign is down on the ground (no damage), call Public Works at 360-740-1123, and we will put up the sign at no charge.

When the road sign of an existing private road is missing or damaged, it is the responsibility of the residents who live on a private road.

Once the sign is made it can be dropped off or mailed to the Permit Center located in the Lewis County Public Services Building, 125 NW Chehalis Ave.

# Private Road Sign Standards off County Road



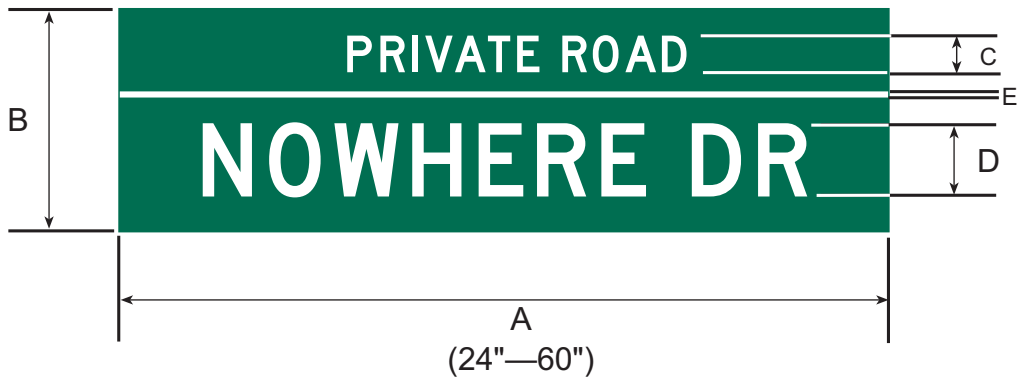
## Requirements:

- Road name sign must have a retroflective white background with black lettering on both sides of the sign plate.
- Mixed case lettering consists of an initial upper-case letter followed by lower case letters.
- Sign plate must be .080" thick aluminum for signs up to 40 inches in length, and .125" thick aluminum for signs 40 – 50 inches in length.
- Maximum sign length is 50 inches.
- Signs not adhering strictly to these standards will be returned. Contract Lewis County Public Works, Traffic Control, 360-740-1195 if you have any questions.

# Private Road Sign Standards off State Highway

## D3-104

12/05



| DIMENSIONS (MILLIMETERS) |     |     |      |    |
|--------------------------|-----|-----|------|----|
| A                        | B   | C   | D    | E  |
| VAR                      | 300 | 50D | 150C | 16 |

| DIMENSIONS (INCHES) |    |    |     |     |
|---------------------|----|----|-----|-----|
| A                   | B  | C  | D   | E   |
| VAR                 | 12 | 2D | 6C* | 5/8 |

\* 6C PREFERRED, 6B ALLOWED IF NECESSARY

### COLORS

LEGEND, SEPARATION BAR—WHITE (REFL)  
BACKGROUND—GREEN (REFL)