

## Road Naming Process

The following provides a brief overview of the road naming process for the County.

### **Commercial or large residential subdivisions:**

1. Plans are submitted to Development Services Coordinator.
2. Development Review Committee (DRC) Agenda is sent by email from Development Services Development Coordinator to Public Works GIS Tech for review of road naming (in The Villages DRI), or assignment of road names (for non-Villages development) along with developer's contact information for any questions that may need to be addressed. Public Works GIS Technician will resolve name duplication, names that are very similar, or sound the same but spelled different.
3. The developer is required to provide an AutoCad DWG or ESRI shapefile of the project. Public Works GIS Tech will add the project to the County road network to name roads and Development Services GIS Tech will address lots.
4. For Non-Village roads, names are assigned by a formula using the County's addressing grid and corresponding roads in the area if the road is a non-county maintained road.
  - a. The County is divided into 4 sections, NE, NW, SE and SW. The road prefix is given based on the section where the road is located.
  - b. The extension is given based on the road direction being N, S or E, W road. There are different extensions depending on the road direction.
  - c. The road is also given an address range known as geocoding for addressing purposes, added to the GIS road network and entered in the CST (Communications Service Tax) database by Public Works GIS Tech.
  - d. The Public Works GIS Tech will send any road changes, forms and maps created to the following departments:
    1. Development Services GIS Tech for addressing purposes.
    2. Sign request to Public Works Road Superintendent who forwards to Road & Bridge Sign Tech to make sign, then sign installed by Road & Bridge Sign Crew.
    3. 911 Coordinator (maps and geocoding to update the Master Street Address Guide), sends out address notification letters to property owners, post office, Century Link and updates map layers at both SCSO and WWPd communication centers.
    4. Public Works Staff Assistant (form with directions to update the road directional database).
5. Developer roads that are to be accepted by the County for county maintenance have a two year waiting period after being built before they are accepted into the maintenance system, but that does not delay the above naming procedure.
  - a. Roads that have exceeded the two year period will be inspected by Public Works Engineering and Development Services County Engineer. The roads must meet County standards to be accepted for maintenance.
  - b. Public Works will submit the staff approved road name for BOCC acceptance.
  - c. The Public Works GIS Tech will update the roads in the County road system to reflect the change to a county maintained road following BOCC acceptance.
  - d. Public Works Staff Assistant receives form to update the road directional database to

reflect that the road is now county maintained.

### **Naming of 911 non-subdivision roads:**

This process is started with a resident requesting their easement be named or when a third address is assigned to an easement for the use of the Emergency Response System (911).

1. The request for the road name is given to Public Works GIS Tech.
2. Road names are assigned by a formula using the counties addressing grid and corresponding roads in the area.
  - a. The County is divided into 4 sections, NE, NW, SE and SW. The road prefix is given depending on the section the road is located in.
  - b. The extension is given based on the road direction being N, S or E, W road. There are different extensions depending on the road direction.
  - c. The road is also given an address range known as geocoding for addressing purposes, added to the GIS road network and entered in the CST (Communications Service Tax) database by Public Works GIS Tech.
3. Road names and maps created by Public Works GIS Tech are then sent to the following departments.
  - a. Development GIS Tech will be notified so that addresses can be assigned and forwarded to 911 Coordinator.
  - b. 911 Coordinator (maps and geocoding to update the Master Street Address Guide), sends out address notification letters to property owners, post office, Century Link and updates map layers at both SCSO and WWPD communication centers.
  - c. Sign request to Public Works Road Superintendent who forwards to Road & Bridge Sign Tech to make sign, then sign installed by Road & Bridge Sign Crew.
  - d. Public Works Staff Assistant (form with directions to update the road directional database).

### **New County and MSBU County Roads:**

A road built by the County will become a County maintained road and the following procedure will apply as to the naming of the road.

1. The Public Works Engineer will give the road a CR prefix that represents a county road.
  - a. The number will be determined depending on where the road is in the county and whether it is a N, S or E, W road.
  - b. N, S receive an odd road number and E, W receive an even road number.
  - c. Road numbers range lower at the north end, increase going south, and lower on the west and increase going east.
  - d. Road numbers are based on the chronological sequence of the surrounding roads in the area.
2. Public Works Engineer adds road to Public Works drawing records and forwards paper copy of road records and road directions to Public Works GIS Tech.
3. Public Works GIS Tech adds road to the County Roads Access database, the GIS road network and the

CST (Communications Service Tax) database.

4. Road names and maps created by Public Works GIS Tech are then sent to the following departments:
  - a. Development GIS Tech will be notified for any addressing issues and will forward information to the 911 Coordinator.
  - b. 911 Coordinator (maps showing new road names to update the Master Street Address Guide), sends out address notification letters to property owners, Post Office, Century Link and updates map layers at both SCSO and WWPB communication centers.
  - c. Sign request to Public Works Road Superintendent who forwards to Road and Bridge Sign Tech to make sign, then sign installed by Road & Bridge Sign Crew.
  - d. Public Works Staff Assistant (form with directions to update the road directional database).

### **Renaming roads once named**

The policy is that once roads are named by PWD or approved by PWD per the procedures above, the names are not changed. Exceptions will be treated on a case by case basis, with a letter from the requestor, review and consideration from the County Administrator (CA) and his direction to PWD on whether to proceed or not, and then an agenda item to BOCC if directed by the CA.