



## Private Road Name Petition

Mendocino County Code Section 18.16.979(b) Private Road Names: A private road may be officially named or renamed upon petition to the Address Coordinator in the form of a map showing location, alignment, access, proposed road name, parcel numbers and signatures of 75% of the property owners whose parcel is serviced by the private road proposed to be affected. There must be a minimum of four parcels serviced by the proposed road. The Address Coordinator shall then forward the completed petition and accompanying map to the Board of Supervisors. The Board of Supervisors may by Resolution or Minute Order approved the change or disapprove the road name assignment. A recommended private road name will be studied to assure that the recommended road name does not duplicate or sound like any existing road name within the various regions of the County. If the road name does not conflict with any existing road name, the name will be recommended to the Board of Supervisors in the form of a Resolution or Minute Order. Upon approval by the Board of Supervisors thereafter such road shall be officially known by the name so designated (Ord. No 3375, adopted 1982).

**Procedures:** The petition will go through the following process:

1. Petitions and accompanying required maps will be received by the Department of Planning and Building, along with the required filing fee. (Please check with a planner for the current fee)
2. The Petition must include the signatures of at least 75% of the affected property owners whose parcel is serviced by the proposed road. There must be a minimum of four (4) parcels serviced by the private road.
3. Required accompanying map must be adequate to clearly locate the points of origin and termination, and the route between; of the subject road and of any Other Private Roads between it and the nearest public road. The map should also show the approximate points from which each property owner takes his access, those owners being identified on the map together with the appropriate Assessor's Parcel Number. *Staff is required to confirm that the proposed name does not duplicate or offer confusion with other road names in the vicinity.*
4. Petition forms and a accompanying sheet of suggested map data are attached from your use.
5. The petition will then be routed to interested agencies for their comments.
6. A 30 Day Notice will be sent to all affected property owners, which will include the date of the Board of Supervisors hearing on the petition.
7. At the end of the 30 Day Notice period, the petitions, together with all notice responses, will be forwarded to the Board of Supervisors for hearing.
8. Following the Board of Supervisors hearing, a letter indicating the Board's decision will be sent to all owners. If adopted, the letter will include the owners newly assigned situs number for the newly named road.
9. Notification of the new Situs Address will forwarded to various agencies (i.e. Responsible Fire Agency, Sheriff, Assessor etc...) You will be responsible for notifying all that you may receive mail from.
10. The affected property owners are responsible for posting a road sign reflecting the new name and the appropriate new numbers on each parcel.

## Map Procedures

In order to fully and clearly locate and identify the subject road itself, both for staff and emergency services, the accompanying map should comply with and or include the following:

1. Map which may be of any suitable form and to a scale of not less than 1" = 2000'.
  - a. The popular USGS 7 ½ minute series topographic maps are readily available and suitable for this purpose. Note that these maps along with a parcel overlay are available for purchase in the Building and Planning Department.
  - b. Assessor's parcel maps may also be suitable
2. Your Map should include the following information clearly and accurately in detail:
  - a. Point of origin of subject private road at it's intersection with an established Public road or with a previously established and named private road connecting it to the nearest public road.
  - b. Alignment of the subject road from point of origin to terminus, together with all readily identifiable local landmarks (rivers, creeks, intersecting or nearby existing roads, etc...)
  - c. All points of individual private Ingress/Egress to or from the subject road. Those points identified by owner's names. If practical, intersecting or abutting property lines and Assessor's Parcel Numbers should be shown.
  - d. Include north arrow, scale and proposed Road Name.

Submit petition and map to the Planning and Building Services Department for processing.

