

ORDINANCE NO. 2024-02

**AN ORDINANCE TO ADOPT THE BALDWIN COUNTY 9-1-1
GIS/ADDRESSING OFFICE STREET NAME STANDARDS
WITHIN THE TOWN OF MAGNOLIA SPRINGS, ALABAMA**

**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF
MAGNOLIA SPRINGS, ALABAMA, DURING A REGULAR SESSION, AS
FOLLOWS:**

SECTION I. AUTHORITY

This ordinance is adopted pursuant to the general police powers granted to Alabama municipalities, Alabama Code Title 11, Chapter 45, Section 1 and in accordance with Alabama Constitution Title 15, Chapter 70.

**SECTION II. ADOPTING THE BALDWIN COUNTY 9-1-1 GIS/ADDRESSING
OFFICE STREET NAME STANDARDS WITHIN THE TOWN OF MAGNOLIA
SPRINGS, ALABAMA**

The Town of Magnolia Springs, Alabama hereby adopts the Baldwin County 9-1-1 GIS/Addressing Office Street Name Standards as they currently exist and as may be modified from time to time in the future in order to maintain a uniform system of building numbers for all service locations requiring an address. See attached "Exhibit A", for the current Baldwin County 9-1-1 GIS/Addressing Office Street Name Standards.

The Town of Magnolia Springs, Alabama shall comply with the Baldwin County 9-1-1 GIS/Addressing Office Street Name Standards.

Baldwin County 9-1-1 GIS/Addressing Office will be the authority on making the final decisions on addressing in the best interest of emergency response.

SECTION III. SEVERIBILITY

The provisions of this Ordinance are severable. If any section, subsection, clause, phase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

SECTION IV. EFFECTIVE DATE

This Ordinance shall be in full force and effect upon its adopted by the Town Council of the Town of Magnolia Springs and publication as required by law.

APPROVED AND ADOPTED this 23rd day of April 2024.



Ross Houser, Mayor

ATTEST:






Hannah Driskell, Town Clerk

TOWN OF MAGNOLIA SPRINGS, ALABAMA Certificate of Publication.
This is to certify that Ordinance Number 2024-01, Town of Magnolia Springs, Alabama, was published by posting on at least three (3) public locations in the Town from April 24, 2024, through May 24, 2024. Posting locations include Magnolia Springs Town Hall, Magnolia Springs Post Office, and United Bank.





Hannah Driskell, Town Clerk

"Exhibit A"



**Baldwin County 9-1-1
GIS/Addressing Office
Street Name Standards**

9/19/2023

Authorization

Director

Date

GIS/Addressing Manager

Date

Revision Log

<i>Revision No.</i>	<i>Effective Date</i>	<i>Prepared By</i>	<i>Description of Changes</i>	<i>Affected Pages</i>
<i>Enter revision number (A-Z for drafts or 0-99 for approved documents)</i>	<i>Enter the effective date (e.g., 01/01/23)</i>	<i>Enter the author's name</i>	<i>Enter a description of changes made</i>	<i>All or number(s) of affected pages</i>
24-0001	1/19/2024	Scott W	Updated who should sign Road Name Petition	New Rd Name Guidelines

BALDWIN COUNTY 9-1-1 STREET NAME STANDARDS

The naming of any new street or the renaming of existing streets within Baldwin County must comply with the street naming standards described below. The standards presented combine requirements from the National Emergency Number Association (NENA), the Federal Geographic Data Committee (FGDC), the United States Postal Services Publication 28, and applicable portions of the Baldwin County Land Development Code including but not limited to Baldwin County Resolution 2021-043 (Jan. 19th, 2021), the revised Baldwin County Commission Policy #4.3-Road Name Policy, and/or local municipality resolutions.

The Baldwin County 9-1-1 GIS/Addressing Department reviews street names to be applied to rights of way, easements, or private drives. Duplicate and/or similar-sounding street names are prevented and continuity with existing streets is maintained. Not all accesses may be named. For criteria describing which access may be named, please refer to the Baldwin County 9-1-1 Addressing Standards. If a drive or easement either public or private is 800 ft or longer or contains three or more possible addresses, then it should be named for public safety response.

NAMING STREETS

Each street name in Baldwin County must consist of at least two parts:

- 1) Primary Street Name
- 2) Pre or Post Type

Example: FAIRWEATHER COURT

FAIRWEATHER → Primary Name
COURT → Post Type

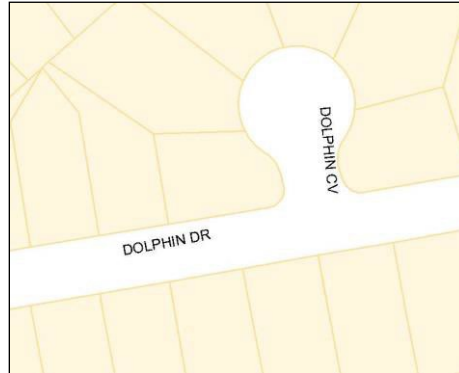
OR

Example: AVENUE B

AVENUE → Pre Type
B → Primary Name

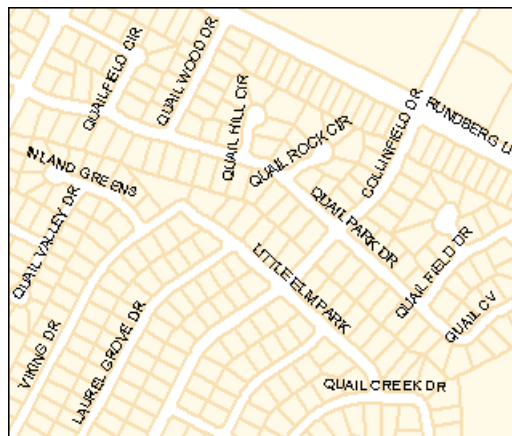
- The character limit for a street name, including the primary name, street type, word spaces, and a directional (if applicable), may not exceed 30 characters. It is recommended that the primary name itself be less than 20 characters to avoid the expense of oversized street signs.
- Each primary name should be used only once within a subdivision with the exception that one cul-de-sac may use the same name as a street it intersects (see Figure 1).

Figure 1



- Avoid use of the same street name in close proximity to similarly named streets.

Figure 2
Many streets starting with same word create confusion



- Street names must be comprised only of characters using the standard English alphabet.
- Special characters should not be used (dashes, apostrophes, periods, slashes, tildes, etc.). A space may replace the special character.

- Only numbered streets and highways use numerals (2nd, 10th, U S Hwy 98). Do not use numbers or spelled out numbers in street names.

Example: **TWO THOUSAND PENNIES DRIVE**

Once the street is addressed, confusion can result from the house number in combination with the street name.

40 TWO THOUSAND PENNIES DRIVE

Sounds like...

42000 PENNIES DRIVE

42 THOUSAND PENNIES DRIVE

- Cardinal direction words, NORTH, SOUTH, EAST and WEST, should not be used as part of a street name. This restriction extends to cardinal direction words in other languages as well, such as NORD or SUR.
- Cardinal directions (called directional) are required when a street crosses over a designated zero range boundary.
- Please do not combine cardinal directional words with other words to create street names.

Example: **SOUTHLANDS BLVD**
SOUTH LANDS BLVD

- Streets in new subdivisions *must* continue the names of existing streets on adjoining plats to maintain street name continuity.

Duplicates

A street name is considered a duplicate if an existing street shares the same street name. Number of words, spaces, spelling differences do not make the street name unique. Changing the street *type* does not make the name unique.

Example: SUN RAY LANE
SUN RAY TRAIL (duplicate)
SUN RAE LANE (phonetic duplicate)
SUNRAE LANE (duplicate despite number of words)
SON RAE LANE (phonetic duplicate)

Modifiers

A modifier is an extra word added to a street name to make it unique. This is useful when a street name is considered a duplicate.

Example: **CANARY CT** is a duplicate.

Suggested modifiers: YELLOW → CANARY YELLOW CT (not a duplicate)

CAGE → CANARY CAGE CT (not a duplicate)

WINE → CANARY WINE CT (not a duplicate)

Street Types

A street type is used to describe the characteristics of a street. Some attempt should be made to match the configuration of the street to the type applied to the name of the street. Just because a street type can be used does not mean that it should be used.

Example: **SWEARINGEN TUNNEL**

Meets the technical requirements of an acceptable street name but would be misleading and confusing if this street does not go through or lead to a tunnel.

Street type words may not be used in place of or within a street name. **Any street submitted for review using a street type word within the street name will be rejected.**

Example: **SKYWAY CIRCLE COURT**

SKYWAY and CIRCLE are both considered street types, and so this proposed name would be rejected.

Example: **CROSSING PATH DR**

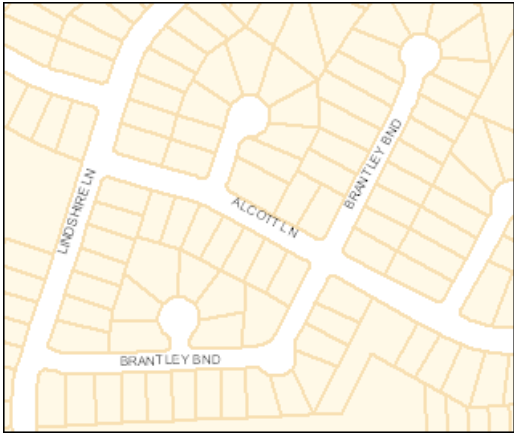
CROSSING, PATH and DRIVE are all considered street types, and so this proposed name would be rejected.

For a list of words which may not be used in street names, see Appendix D

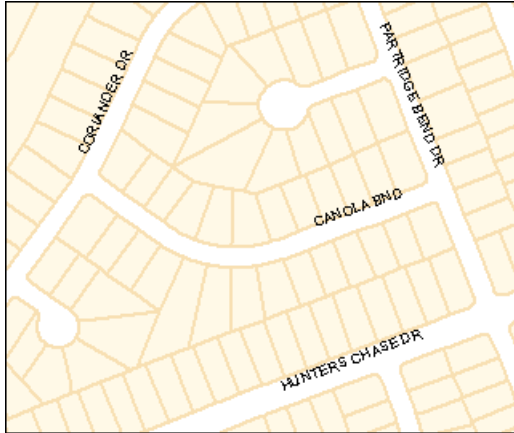
Certain streets require specific street type designators:

- **BOULEVARD** can only be used for streets with a right-of-way greater than 90 feet in width; however these streets are not limited to this street type.
- **AVENUE** can only be used for streets greater than 1500 feet in length; however these streets are not limited to these street types.
- **PARKWAY** can only be used for streets greater than 2500 feet in length, with right-of-way greater than 90 feet in width, and which serves as a connector between two major thoroughfares.
- **BEND** designates a street with at least one bend in it. The bend must exceed 100 degrees. (See Figures 3 and 4)
- **CIRCLE** can only be used for a street that has two intersections along an intersecting street.
- **LOOP** is a street which loops around and intersects itself.

**Figure 3
BRANTLEY BND**



**Figure 4
CANOLA BND**



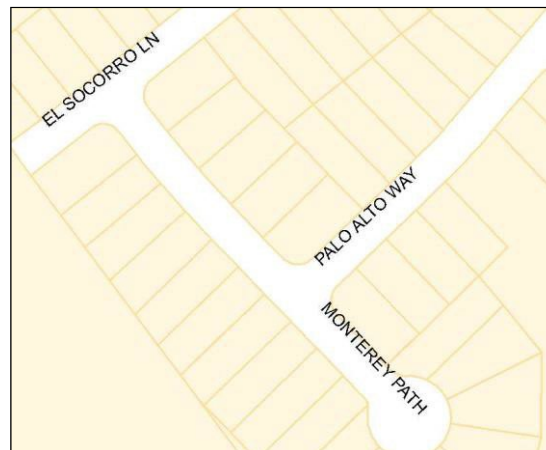
- Streets that include a 90 degree turn may not use the BEND street type; two street names must be used when a street incorporates a 90 degree turn.

- COURT, COVE, or PLACE may only be used for cul-de-sacs and cul-de-sacs may only use COURT, COVE, or PLACE.
- Cul-de-sacs are intersected by only **one** street and do not provide through access (see Figures 5 and Figure 6).

Figure 5
MEDITERRA PLACE is a cul-de-sac

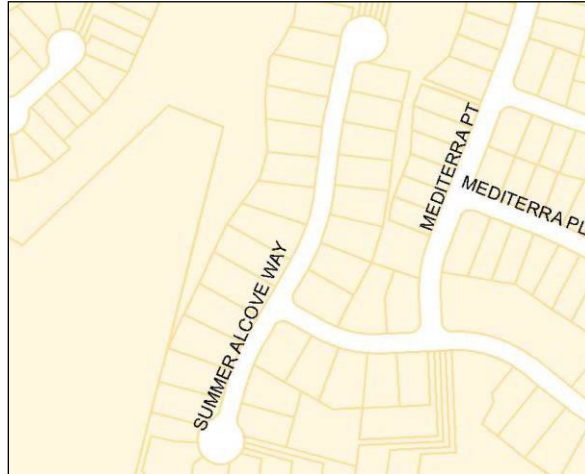


Figure 6
MONTEREY PATH is not a cul-de-sac



- Streets opposite each other that end in a cul-de-sac should have the same name with a non cul-de-sac street type (see Figure 7).

Figure 7
SUMMER ALCOVE WAY is not a cul-de-sac



- A street that intersects another and continues into a cul-de-sac should not change name or street type and is not considered a cul-de-sac (see Figure 8).

Figure 8
PLAINS CREST DRIVE does not change name or street type



- LOOP may be used for streets that loop back onto or across themselves.

Figure 9
VILLAGE VIEW LOOP

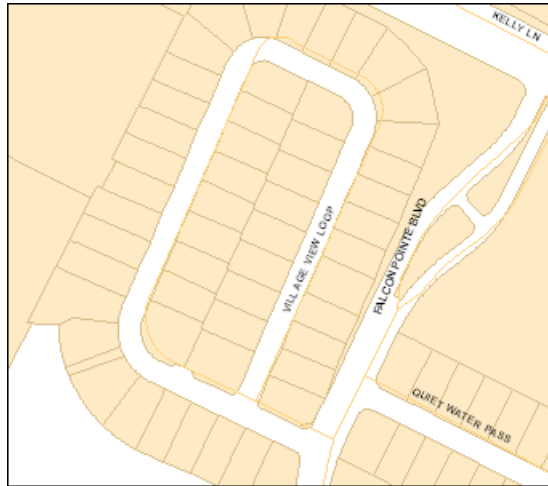


Figure 10
AMY CIR begins and ends with intersections on the same street and has lots inside the circle

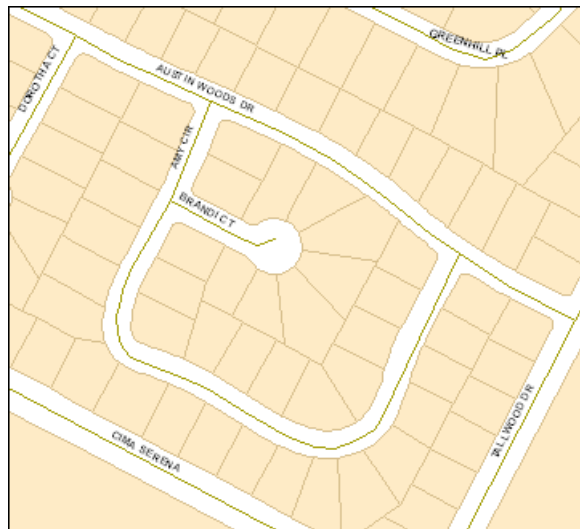
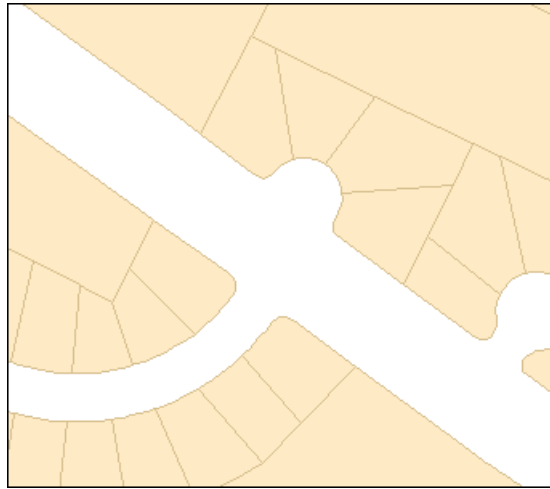


Figure 11
Crescent streets have no lots inside the crescent



Overused Words

Words used as the first word in more than 15 street names in the Baldwin County Street Name Database are considered overused. **Street names submitted for review will be rejected if overused words are included in the name (regardless of Subdivision Name or marketing theme).** Changing the spelling of an overused word does not create a new word (ANN is equivalent to ANNE). Compound or combined words using an overused word will also be rejected (SUNBURST uses the overused word SUN).

For a list of words that are overused or not allowed, see Appendix D.

Reserving Street Names

Prior to or during subdivision review, developers must submit street names for review and reservation to the Baldwin County 9-1-1 GIS/Addressing Department. Reserving street names allows the developer to pre-approve street names and reserve them for their use. This process prevents other new developments from using the same names, preventing the creation of duplicate street names.

A street name reservation will expire one (1) year after the date on which it is reserved if no phases of the subdivision have been recorded in that time. After the street name has expired, it will be released.

GIS/Addressing does not guarantee pre-approvals and reservations of street names. It is important for developers to note that even though a street name has been reserved, future factors may prevent the street name from being used. If a street name has been pre-approved, but at the time of subdivision or site plan review; either it no longer meets the street naming guidelines, or its spatial characteristics are inconsistent with the type reserved or the name is found to pose an emergency service response risk, GIS/Addressing reserves the right to reject the reserved street name.

Below is a list of considerations taken into account when reviewing street names:

- Active street names in use
- Reserved street names
- Street name duplication and phonetic duplications
- Overused words
- Street types
- Existing streets in adjoining plats (street name continuity)
- Streets in adjoining plats not yet recorded (street name continuity)
- Jurisdiction
- Proximity to a similar sounding street name
- Proximity to streets starting or using the same or similar words
- Street names starting or consisting only of initials or numbers

Here are some things to avoid:

- Complicated words or unconventional spellings
- Offensive, derogatory, libelous or copyrighted words
- Long, difficult-to-remember-in-an-emergency names
- Personal names consisting of a first name and surname
- The use of special characters in the name
- Using 3 or more words in the name not including pre/post suffix type and directional
- Sports team affiliations.
- Vulgar or sexual connotations.
- Drinks or beverage names.
- Streets with numbers in their name
- Political figure names.

Site Plans

Private streets, driveways or easements resembling a 'street-like network' on site plans are reviewed on a case-by-case basis. When GIS/Addressing feels the application of a name to an individual or set of private drives, driveways or easements will enhance delivery of Emergency Services, they will contact the site plan applicant and ask the applicant to select names according to the Street Name Standards.

Once names have been approved, labels for those approved and reserved names must be added to the site plan or plat. Name labels on site plans for private streets and easements must be followed by the word "PRIVATE."

Once the site plan has been "Approved," GIS/Addressing will add the named private streets, driveways or easements to the 9-1-1 data, and add house numbers appropriately according to the Baldwin County 9-1-1 Addressing Standards. GIS/Addressing staff rely upon the site plan developer to communicate the point in time when the site plan status changes to "approved."

For criteria used to determine which private streets, driveways or easements may be considered for application of a street name, refer to page 3 above.

Files to be submitted with site plans that can expedite the review process:

1. A GIS Shapefile or CAD DWG file projected in North American Datum (NAD 83) State Plane Alabama West (Feet) is preferred and can help expedite the review process substantially.

Street Name Changing

A street name change shall occur if the current street name is posing a public safety response. A street name change may also occur if 75% of the property owners who live on the street/drive, sign the road name change petition, or 100% if a family name or person's name is being requested. There may be a fee in certain jurisdictions for a road name change. No street name change involving multiple jurisdictions shall occur without written notice to each jurisdiction informing them of this issue and the reason for the change. If all jurisdictions are in agreement, a resolution or ordinance adopting the street name change must be adopted by each affected jurisdiction. Baldwin County 9-1-1 GIS/Addressing staff will notify all property owners of their new address after the new street name is accepted.

Process for Reserving Street Names

Please email the following information to Baldwin County 9-1-1 GIS/Addressing section:

1. Name of the project; if the project has a case number, please include that number in the subject line of the email contact.
2. Include the number of street names required for the project.
3. List of proposed street names with street types. You may submit more names than necessary for review, but you can only reserve a number of names equal to the number of streets that will be required to name all of the accesses.
4. Location map of subdivision and/or preliminary plan. GIS Shapefiles or CAD DWG files are preferred.

5. Contact information (name, phone and email)

There is a **5-7 business day turnaround time** for reviewing street names. Names will not be reserved unless all of the information listed above is provided.

Providing a copy of the preliminary overall plan showing the street layouts will allow for a more accurate review of street names and street types.

During subdivision review, some previously approved street names may be rejected due to changes in street layouts, street types, spelling, or expiration of reserved street names. Adjoining plats and connecting streets may also impact street name approvals.

For more information

Baldwin County 9-1-1
GIS/Addressing
911 Telecommunicator Cir
Robertsdale, AL 36567
Main: 251-947-3911
Fax: 251-947-2740
Email: addressing@baldwin911.org

Variance from Adherence to Street Naming Guidelines

Use of names which vary from the Street Naming Standards for the purposes of honoring persons or commemorating particular places or events will be considered on a case-by-case basis.

Appendix A

From the Subdivision Requirements section:

STREET NAMES

(A) New streets in subdivisions shall be named to provide continuity of name with existing streets and to prevent conflict with identical or similarly spelled or pronounced names in other parts of the planning jurisdiction.

(B) An applicant may suggest a street name. Approval of a street name by GIS/Addressing is required before a final plat may be approved.

Appendix B

Glossary of Terms

Term	Meaning
Address grid	A schema based upon one axis: Starting at Fort Morgan and going North and East in Baldwin County. Used to determine the dominant cardinal direction of a road and the starting point for property addressing.
Street Name Pre Modifier	A word or phrase that precedes and modifies the Street Name element but is separated from it by a Street Name Pre Type or a Street Name Pre Directional or both. Example: “Alternate” in “Alternate Route 8” “Old” in “Old North Church Street”
Street Name Pre Directional	A word preceding the Street Name element that indicates the direction taken by the road from an arbitrary starting point or line, or the sector where it is located. Example: “South” in “South Pine Street”
Street Name Pre Type	A word or phrase that precedes the Street Name element and identifies a type of thoroughfare in a complete street name. Example: “Avenue” in “Avenue A” “Highway” in “Highway 443” “Bypass Highway” in “Bypass Highway 22” “Boulevard” in “Boulevard of the Allies”
Street Name Pre Type Separator	A preposition or prepositional phrase between the Street Name Pre Type and the Street Name. Example: “of the” in “Avenue of the Stars”
Street Name	The official name of the road, usually defined by the lowest jurisdictional authority (e.g. city). The street name does not include any street types, directionals, or modifiers. Example: “Fifth” in “Fifth Avenue”
Street Name Post Type	A word or phrase that follows the Street Name element and identifies a type of thoroughfare in a complete street name. Example: “Parkway” in “Ocean Parkway”
Street Name Post Directional	A word following the Street Name element that indicates the direction taken by the road from an arbitrary starting point or line, or the sector where it is located. Example: “North” in “Elm Avenue North”
Street Name Post Modifier	A word or phrase that follows and modifies the Street Name element, but is separated from it by a Street Name Post Type or a Street Name Post Directional or both.

	Example: "Number 5" in "Fire Road Number 5" "Extension" in "Main Street North Extension"
Continuous road	A street that has no permanent gaps, impassable interruptions or intersecting road centerline offsets throughout its entire course; or a previously continuous road that has become segmented by road construction or improvement resulting with intersecting road centerline offsets of less than 100 feet
Datum	A mathematical surface on which a mapping and coordinate system is based.
Duplicate road name	A street as compared to that of another street or street section with the same or similar name, in spelling or pronunciation, regardless of the application, or lack of, directional and/or street type
Zero range boundary	An imaginary point starting at Fort Morgan and going North and East in Baldwin County.

Appendix C

Street Types Available for Use

STREET TYPE	ABBREVIATION	Description	Use
Alley	ALY	One way, backway into a location	Residential/Commercial locations
Annex	ANX		Commercial
Arcade	ARC	Shops along it, pedestrian access	Commercial locations
Avenue	AVE	Minimum 1500' length	Residential or Semi-major roadway
Bayou	BYU	A marshy outlet of a lake or river	Residential
Beach	BCH		Commercial
Bend	BND	Small, bendy, with no sharp corners	Residential
Bluff	BLF		Residential
Bottom	BTM		Residential
Boulevard	BLVD	Wide, important street, minimum 90' ROW	Semi- or major roadway
Branch	BR		Residential
Bridge	BRG		Semi- or major roadway
Brook	BRK		Residential
Burg	BG		Residential
Bypass	BYP	Used by 9-1-1 only	Semi- or major roadway
Camp	CP		Residential
Canyon	CYN		Residential
Cape	CPE		Residential
Causeway	CSWY		Semi- or major roadway
Center	CTR	Short street typically found in	Commercial

		a commercial area	
Circle	CIR	Street begins and ends on same intersecting street	Residential or semi-major roadway
Cliff	CLF		Residential
Club	CLB		Commercial/Residential locations
Common	CMN	Urban, high density around grass park area	Residential
Corner	COR		Commercial/Residential locations
Course	CRSE		Residential
Court	CT	Cul-de-sac, 600' long or less	Residential
Cove	CV	Cul-de-sac, 600' long or less	Residential
Creek	CRK	Reserved for waterway addressing only	Residential
Crescent	CRES	Short curved street; a wide part of the road it lies off of (like a bump on one or the other side of a street) Usually has lots on only on one side	Residential
Crest	CRST		Residential
Crossing	XING	Connector between two other streets on either side of water courses or major roadway	Residential or Semi-major roadway
Crossroad	XRD		Residential
Curve	CURV		Residential
Dale	DL		Residential
Dam	DM		Commercial/Residential
Divide	DV		Residential
Drive	DR	One of most common types used	Residential and Semi-major roadway

Estate	EST		Residential
Expressway	EXPY	Limited access highway	Major roadway
Extension	EXT	Newer portion of existing street	Residential and Semi-major roadway
Fall	FALL		Residential
Ferry	FRY	Reserved for waterway addressing only	Commercial
Field	FLD		Residential
Flat	FLT		Residential
Ford	FRD		Residential
Forest	FRST		Residential
Forge	FRG		Residential
Fork	FRK		Residential
Fort	FT	Reserved for historic landmarks	Semi-major roadway
Freeway	FWY	Limited access, no toll	Major roadway
Garden	GDN	Access to Garden or Townhomes or free-standing Condos	Residential
Gateway	GTWY		Commercial/Residential
Glen	GLN		Commercial/Residential
Green	GRN		Commercial/Residential
Grove	GRV		Residential
Harbor	HBR		Commercial/Residential
Haven	HVN		Residential
Heights	HTS		Residential
Highway	HWY	Minimum four lanes	Major roadway
Hill	HL		Residential
Hollow	HOLW		Residential
Inlet	INLT		Residential
Island	IS	Reserved for 9-1-1 use only.	Commercial/Residential

Isle	ISLE	Reserved for 9-1-1 use only.	Commercial/Residential
Junction	JCT		Commercial/Residential
Key	KY		Commercial/Residential
Knoll	KNL		Commercial/Residential
Lake	LK	Reserved for Waterway addressing only	Commercial/Residential
Land	LAND	Reserved for 9-1-1 use only	Commercial/Residential
Landing	LNDG	Street that is typically a private road down to a boat landing	Residential
Lane	LN	One of most common types used	Residential and Semi-major roadway
Lock	LCK		Residential
Lodge	LDG		Residential
Loop	LOOP	street with at least one intersection to the intersecting street. Loops back onto or even crosses itself	Residential or Semi-major roadway
Mall	MALL	Reserved for 9-1-1 use only	Commercial
Manor	MNR		Residential
Meadow	MDW		Residential
Mews	MEWS		Residential
Mill	ML		Residential
Mission	MSN		Residential
Motorway	MTWY	Reserved for 9-1-1 use only	Commercial
Mount	MT		Residential
Orchard	ORCH		Commercial/Residential
Oval	OVAL		Commercial/Residential
Overpass	OPAS	Reserved for 9-1-1 use only	Semi- or major roadway

Park	Park		Commercial/Residential
Parkway	PKWY	Min 90' ROW, minimum 2500' length and serves as a connector between semi-major roadways	Semi- or major roadway
Pass	PASS	Small, neighborhood street	Residential
Path	PATH	Small, neighborhood street	Residential
Pike	PIKE	Toll road or expressway on which tolls are collected	Semi- or major roadway
Place	PL	Cul-de-sac, 600' long or less	Residential
Plaza	PLZ	Small, neighborhood street	Residential
Point	PT		Residential
Port	PRT		Commercial/Residential
Radial	RADL		Commercial/Residential
Ramp	RAMP	feeder to divided roadways between named service road and named highway. Used only by 9-1-1 Addressing	Semi- or major roadways
Ranch	RNCH		Residential
Ridge	RDG		Residential
River	RIV	Reserved for Waterway addressing only	Residential
Road	RD	One of the most common types used	Residential and Semi-major roadway
Route	RTE	Reserved for 9-1-1 usage. Former postal delivery standard.	Commercial/Residential
ROW	ROW	Right-of-Way	Commercial/Residential
Rue	RUE		Residential

Run	RUN	Small meandering street, similar to a cul-de-sac but much longer	Residential
Shoal	SHL	Reserved for Waterway addressing only	Residential
Shore	SHR	Reserved for Waterway addressing only	Residential
Skyway	SKWY	Small street along high elevation, rambling in nature	Residential and Semi-major roadway
Spur	SPUR		Residential
Spring	SPG	Reserved for 9-1-1	Residential
Square	SQ	Square-shaped w/a central park or open space	Residential
Station	STA	Reserved for 9-1-1	Residential
Stream	STRM	Reserved for Waterway addressing only	Residential
Street	ST	One of the most common types used	Commercial/Residential
Summit	SMT		Residential
Terrace	TERR	Small, neighborhood street	Residential
Throughway	TRWY	Major road or highway	Semi- or major roadway
Trace	TRCE	Small, neighborhood street	Residential
Track	TRAK		Commercial
Trail	TRL	Meandering street	Residential and Semi-major roadway
Tunnel	TUNL	Major road or highway underground	Semi- or major roadway
Turnpike	TPKE	Toll road or expressway on which tolls are collected	Semi- or major roadway
Underpass	UPAS	Under a bridge	Commercial

Union	UN		Commercial/Residential
Valley	VLY		Residential
View	VW	Small, neighborhood street	Residential
Village	VLG		Residential
Ville	VL		Residential
Vista	VIS		Residential
Walk	WALK	Small, neighborhood street	Residential
Wall	WALL		Residential
Way	WAY	Small, neighborhood street	Residential
Well	WL		Residential

Appendix D

Overused Words in Street Names

These words if proposed in a street name are likely to be turned down due to being overused or could cause confusion in an emergency response and therefore should be avoided. Personal names consisting of a first name and a surname are strongly discouraged.

AARON*	FAIR	ROSE
ADAM/ADAMS	FISH	ROW
AIRPORT	FIVE	SAND
ALABAMA	FOREST	SEA
ALLEN	FOUR	SEVEN
AND	GEORGE	SIX
AZALEA	GREEN	SOUTH
BALDWIN	GULF	SOUTHERN
BAY	HARBOR	SPRING
BEACH	HARBOUR	ST (abbreviation for SAINT)
BELL/BELLE	HICKORY	STAY AWAY*
BIG	HILL	SUN
BLACK	HILLS	SUNSET
BLAKELEY	HOLLY	THREE
BLUE	HUNDRED	THOUSAND
BRADY	JAMES	TWO
BROWN	JOHN	WATER
CAMELLIA	JUNIPER	WEST
CANAL	LAKE	WHITE
CARDINAL	LONG	WILD
CASTLE	MAGNOLIA	WILLIAM
CEDAR	MAIN	WILSON
CHARLES	MAPLE	WINCHESTER*
CHLOEE*	NEW	WIND
CLUB	NINE	WOLF
COMMON	NORTH	WOOD
COOPER	OAK	*No sports team affiliation.
COTTON	OLD	*No vulgar or sexual connotation.
COUNTRY	ONE	*No drinks or beverages.
CREEK	ORANGE	*No political figure name.
CRIMSON	PARK	
CYPRESS	PECAN	
DAVIS	PERDIDO	
DEER	PINE	
DIXIE*	RAY	
D'OLIVE	RED	
EAGLE	REMINGTON*	
EAST	RIVER	
EDGE	ROBERT	
EIGHT	ROCK	

Baldwin County 9-1-1 New Road Name Guidelines

Please make sure you complete all required parts of the form and meet all the stated criteria so that your petition will pass its initial review.

Road Name Selection

Personal names are strongly discouraged because many difficulties have resulted from allowing personal names at the outset of the naming program. If a name you wish to have considered begins with a word that has already been overly used for a road name anywhere in the county or municipalities, it may be refused. This is to avoid overused street names that can lead to problems when wireless communication equipment is used to call for emergency response. Please refer to Appendix D of the Baldwin County 9-1-1 Street Name Standards to ensure that parts of proposed names are not located on the overused words list before submitting your petition. If you have questions, you can contact the Baldwin County 9-1-1 Addressing Department at addressing@baldwin911.org or call 251-947-3911. **Please allow 5-7 business days from receipt of the petition to allow for review before the road name is accepted.**

Who Can/Must Sign the Petition?

75% of those affected must sign the petition. If you are set upon a personal name being used, **100%** must sign. This includes **resident landowners, non-resident landowners and non-owner residents** on any properties that touch or must be accessed from the roadway. One representative may sign for each household or business; each landowner should sign. Names will be verified; ownership will be verified through the tax revenue department and a field check of the number of inhabited structures will be made.

Return the completed form to: **Baldwin County 9-1-1 GIS/Addressing Department at 911 Telecommunicator Cir Robertsdale, AL 36567**

The Baldwin County 9-1-1 GIS/Addressing Staff and the Baldwin County Highway Department and/or the Municipality in which the road is located in shall have the authority to reject any proposed road name that in their opinion may increase the unauthorized removal of the road sign.

Baldwin County 9-1-1 New Road Name Petition

It is the intent that roads or easements having the possibility of three or more residential and/or commercial structures will be named and addressed.

In the event you meet the criteria for naming a road under the present system you must complete and return this form via email addressing@baldwin911.org or mail to the attention of **Baldwin County 9-1-1 GIS/Addressing Department at 911 Telecommunicator Cir Robertsdale, AL 36567, or you may bring it in person.**

Submit no less than three names:

First Choice: _____

Second Choice: _____

Third Choice: _____

(Generic-type names will receive preference over personal names.)

Location of Road (provide site map): _____

(Give exact location and direction of how the road will run through the property/ties.)

Tax Map Number(s): _____

Check one: Private Road/Drive ____; Right-of-Way ____; Easement ____

Please give width of road or driveway and approximate length: Width _____ Length ____

On the next page list the names, mailing addresses, and telephone numbers of all land and building owners who will be located on this road. There is a separate section on the page for their signatures, which are **REQUIRED**. Be specific: list future development if known and possible time of development. This could be a factor in the approval of your application. **Each structure will be readdressed**. Include a specific description of the location of each driveway with this petition (e.g., you turn into John Doe's driveway 20 feet north of his south property line). In the Comments section give a brief background history and why you think the road should be named. Attach another sheet if necessary.

Names:

_____	_____
_____	_____
_____	_____
_____	_____

Comments: _____

After reviewing the application, if the GIS/Addressing staff approves the naming of the road, a reasonable time should be allowed to properly implement the new name into our databases.

Applicants approved or denied will be notified by email.

I/We, the undersigned, have read and understand that the naming of this road is for the sole purpose of assisting Public Safety responders in locating you. I/We further understand that the naming of the road will in no way constitute responsibility for road maintenance of any type by the Baldwin County Commission or Baldwin County Emergency Communication District (Baldwin County 9-1-1), its agents or assignees, now or in the future.

Signature(s) of applicant(s) (all involved; attach another sheet if needed):

Choose one person as group representative: _____

Telephone No. _(_____)_____

Email Address. _____

.....
(OFFICE USE ONLY)

Date application received: _____ County Highway Department Reviewed:
Or City Road Department Approved

Recommended Action: _____

Comments: _____

Signature: _____ Date: _____

Baldwin County 9-1-1 Existing Road Name Change Guidelines

Your petition will be reviewed by the GIS/Addressing staff at Baldwin County 9-1-1. If the basic criteria are met, it will be forwarded to the Baldwin County Highway Department and/or the municipality in which it's located for their review. If all criteria is approved by each department then it will be entered into our databases and finalized.

Please make sure you complete all required parts of the form and meet all the stated criteria so that your petition will pass the initial review.

Processing Fee

Unincorporated area: A non-refundable processing fee of **\$100.00** must be sent to the Baldwin County Highway Department. No cash, please; checks or money orders only, payable to the Baldwin County Commission. Mail to: Baldwin County Highway Department PO Box 220, Silverhill, AL 36576.

Municipal area: Please check with your local municipality for any associated fees for road name changes.

Road Name Selection/Changing All or a Portion of a Road

The authority having jurisdiction over road naming where roadway exists shall have the authority to reject any proposed road name that in their opinion may increase the unauthorized removal of the road sign.

Personal names consisting of a first name and surname are strongly discouraged. Please refer to the Baldwin County 9-1-1 Street Name Standards Appendix D for words or names that cannot be used.

Please list two alternate names to your first choice.

If it is only a portion of an existing roadway that you wish to have renamed, please be very specific in your description of the boundaries. The boundaries must be extremely clear; the name must not change in the middle of a block, i.e., the road should be bisected by another road to make the boundary clear.

If you live in a recorded subdivision, it may be that the Commission will not approve a change but will ask that the developer submit a new plat of the subdivision showing the new road name. This might happen because the Commission has previously stated that road names with subdivisions are the responsibility of the developer.

Who Can/Must Sign the Petition?

75% of those affected by the change must sign the petition. If you are set upon a personal name being used, **100%** must sign. This includes **resident landowners, non-resident landowners** and **non-owner residents** on any properties that touch or must be accessed from the roadway. One representative may sign for each household or business; each landowner should sign. Names will be verified; ownership will be verified through the tax revenue department and a field check of the number of inhabited structures will be made.

Return the completed form to: **Baldwin County 9-1-1 GIS/Addressing Department at 911 Telecommunicator Cir Robertsdale, AL 36567**

Baldwin County 9-1-1 Existing Road Name Change Petition

We, the undersigned, hereby petition Baldwin County 9-1-1 to permit the renaming of our roadway. We understand and accept that many roads in Baldwin County were named for ease of resident location, particularly for emergency response, and that renaming a roadway is a serious matter involving numerous agencies and departments. By signing this petition, we the undersigned understand that acceptance and approval of this petition in no way obligates the Baldwin County Commission or the Municipality for maintenance of the roadway now or in the future.

Please allow 5-7 business days from receipt of the petition to allow for review before a decision is made on the road name change.

CURRENT ROAD NAME: _____

CHANGE ENTIRE ROAD TO: _____
or

CHANGE PART OF ROAD TO: _____

Describe portion to be changed

<u>NAME</u> (print)	<u>SIGNATURE</u>	<u>OWNER</u> or <u>RESIDENT</u>	(street & mail) <u>ADDRESS</u>	<u>PHONE</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

attach another sheet if necessary.

BACKGROUND INFORMATION

What reason is there to rename the road?

Check one: Private drive Right-of-way Easement

Location of and length of roadway:

Comments:

.....
FOR OFFICE USE ONLY

Processing fee sent to Baldwin County Highway Department? yes no
(If no, date received: _____)

Processing fee sent to Municipality of _____? yes no
(If no, date received: _____)

Number of registered landowners: _____
Number of non-owner residents: _____ Total: _____
Number of signers: _____ % of total: _____

Was percentage of criteria met? yes no

Are all names available? yes no

Tax Map location(s): _____

Comments: _____

Signature: _____ Date: _____