

U

# **ROAD/STREET AND SUBDIVISION NAMING MANUAL**

Adopted February 14, 1996

**A Cooperative Effort by:**

County of Rockingham  
City of Harrisonburg  
Town of Bridgewater  
Town of Broadway  
Town of Dayton  
Town of Elkton  
Town of Grottoes  
Town of Mt. Crawford  
Town of Timberville

## I. INTRODUCTION

This manual is to describe a system for the naming of roads/streets and subdivisions in Rockingham County. It shall not supersede the ordinances of the Towns of Bridgewater, Broadway, Dayton, Elkton, Grottoes, Mt. Crawford, or Timberville. This document shall be used by the City of Harrisonburg as a guide only.

The Rockingham County Director of the Department of Planning, or his designee, shall be responsible for the interpretation and administration of the provisions of this manual.

As of February 14, 1996, all regulations of the road/street and subdivision naming resolution and this manual shall be met.

## II. DEFINITIONS

*Designator* - The suffix used to indicate the road/street type.

*Governing Jurisdiction* - The body representing a town, the city, or the county as established by Virginia Code.

*Memorandum of Agreement* - A document, signed by the governing body of each jurisdiction, in which the signatories agree to comply with this manual and to cooperate in order to provide for efficient delivery of emergency and other services and to provide for a uniform system for road/street and subdivision naming.

*Public Safety Road/Street and Subdivision Naming Agent* - The Rockingham County Director of the Department of Planning or his designee, hereafter referred to as agent.

*Road, Street* - A road or street, whether public or private, shall refer to the principal means of access to abutting property, including but not limited to any avenue, cul-de-sac, drive, highway, lane, place, or any other principal access.

*Sign* - For purposes of a road/street sign: The display of a road/street name according to current standards established by the Virginia Department of Transportation if within Rockingham County, the standards

established by the towns if within the towns, and the standards established by the City of Harrisonburg if within the city. *For purposes of a subdivision sign:* The display of a subdivision name according to the Rockingham County Zoning Ordinance, Article 7, Division 5, the standards established by the towns if within the towns, and the standards established by the City of Harrisonburg if within the city.

*Subdivision* - For the purposes of this manual, a subdivision is any planned development of a residential, commercial, or industrial nature requiring the submittal of a site plan or subdivision plat to the local jurisdiction, and in the opinion of the agent should be named to enhance emergency services response. This definition includes a manufactured home park or subdivision.

*USPS Abbreviations* - The official standardized street suffix abbreviations recognized by the automated equipment at the United States Postal Service (USPS).

### **III. ROAD/STREET NAMING**

#### **A. Roads/Streets Requiring Names**

All roads/streets except public school roads in Rockingham County, and all roads in the towns and city shall be named, following the guidelines in this manual. County roads serving public schools shall not be named unless and until a time when the naming of these roads is necessary for emergency purposes.

#### **B. Review and Approval of Proposed Road Names**

All proposed names shall be reviewed by the agent for conformance with the guidelines established herein. If a proposed road name is found to be in accordance with all provisions in this manual, the agent shall approve the name. Each town and the city shall appoint an individual to receive approved names from the agent.

### C. Road/Street Name Guidelines

All names proposed within the county, the towns, and the city, shall be reviewed to avoid potentially confusing situations for emergency responders.

1. *Duplication:* A proposed road/street name which duplicates an existing or reserved road/street name in Rockingham County, the City of Harrisonburg, or the Towns of Bridgewater, Broadway, Dayton, Elkton, Grottoes, Mt. Crawford, and Timberville should not be approved.
2. *Confusion:* A proposed name should not sound like or similar to an official road name (for example, Cherry and Cheery or Lynwood and Linwoode).
3. *Length of name:* A road/street name and the abbreviated suffix should not exceed eighteen (18) characters, including spaces. Any abbreviated suffix must comply with USPS standards.
4. *Special characters:* A road/street name should not include hyphens, apostrophes, periods, numbers, or non-alphabetical characters.
5. *Directionals:* Compass points (such as north, northeast, etc.) should be avoided in road names.
6. *Articles:* Articles (such as the, a, an, etc.) should not be used.
7. *Community or geographic features:* The use of names derived from community names or geographic features should be limited to locations in such communities or geographic features.
8. *Name breaks:*
  - (1) Any continuous road broken by incorporated jurisdictions, i.e. the towns and city, may have separate names where segmented by those jurisdictions.
  - (2) If the intersection of roads is offset, the segments should have different names. In some cases, adding directionals to the name will constitute a different name.
  - (3) If the intersection of roads is not offset, the segments may have different names.

## D. Road/Street Type Designators

The road/street name suffixes, or road/street type designators, should be consistent with the roadway's expected traffic use, width of right-of-way, and physical design or location. The agent may recognize any designator that meets USPS standards. The following list is not exhaustive.

### ROAD/STREET TYPE DESIGNATIONS, USPS ABBREVIATIONS, AND DEFINITIONS

Alley - ALY	A narrow or minor street in a community or a narrow street between or behind buildings.
Avenue - AVE	A major road in a community.
Bend - BND	Generally a minor road.
Bluff - BLF	A road running up or along a high hill.
Boulevard - BLVD	A wide road with a median and landscaping.
Bottom - BTM	A road running through a small valley or below a hill.
Center - CTR	Generally a central area with commercial buildings clustered around it.
Circle - CIR	A short road that returns to itself.
Court - CT	Generally shorter permanent cul-de-sacs.
Cove - CV	Generally a minor road through a small valley or pass.
Creek - CRK	A road that crosses or runs along a creek.
Crossing - XING	A road that crosses a geographic feature, such as a creek or mountain, or a short road that serves as a connector between two other roads.
- Drive - DR	Generally a winding or straight road.
Garden - GDN	Generally a minor road in a landscaped or park-like area.
Glen - GLN	Generally a narrow road through a small valley.
- Grove - GRV	Generally a minor road through a small wood or group of trees.
Heights - HTS	A road along high ground.
Highway - HWY	A significant state or federal roadway.
Hollow - HOLW	A road through a small valley.
Lane - LN	A narrow, usually dead end, road.
Loop - LOOP	A short drive that begins and ends on the same road.
Park - PK	Reserved for entranceways to public parks.
Parkway - PKY	A scenic or landscaped road.
Path - PATH	A short and/or narrow road.
Pike - PIKE	Generally a state primary-numbered road.
Place - PL	A dead end or cul-de-sac road.

Plaza - PLZ	Generally a central area with commercial buildings clustered around it.
Point - PT	Generally along high ground.
Road - RD	Generally primary and secondary roads.
Run - RUN	A road that crosses or runs along a creek or run.
Square - SQ	Generally a central area with buildings clustered around it.
Street - ST	A community or subdivision road.
Terrace - TER	Generally a hillside road in a community or subdivision.
Trail - TRL	A winding or straight road generally of historical significance.
Turnpike - TPKE	Generally a state primary -numbered road.
View - VW	A road through a scenic area or overlooking a scenic area.
Vista - VIS	A road through a scenic area or overlooking a scenic area.
Way - WAY	Generally a minor road which may dead end.

## E. Road/Street Naming Process

For the purpose of this section, "served" by a road/street shall include right of use whether or not a property actually uses such road/street.

### 1. Policy on Participation in Road/Street Naming

- (a) The process of naming roads/streets shall be limited to those who own property served by the road in question or by the governing jurisdiction.
- (b) Where the road/street serves several properties, the landowners shall be given the opportunity to propose the name.
- (c) In the event that there is no participation from the landowners, the governing jurisdiction shall name the road/street in accordance with manual procedures.

### 2. Change in Existing Road/Street Name

#### *Towns*

A road/street name change within a town may be initiated by its citizen(s) or by the Town Council. The process described below under Rockingham County may be adopted by the towns. An infrastructure fee may be levied by the town to cover the cost of the

manufacture and installation of the road/street sign and any other local costs.

*City of Harrisonburg*

A road/street name change within the city will occur pursuant to city ordinance.

*Rockingham County*

Rockingham County shall accept no name change requests for a period of five (5) years following the installation of the road/street sign.

The fees for processing a name change must be paid at the time the request is submitted. An administrative fee shall be levied by the agent/clearinghouse for road/street name review, name-change notification of the effected landowners or residents, the processing of name changes to cover corrections to all copies of the Master Road/Street Names Directory, the maps used by emergency services, and any other related costs. An infrastructure fee shall be levied to cover the cost of the manufacture and installation of the road/street sign and any other related costs.

Requests to change a Rockingham County road/street name shall be in writing to the agent and should include the following information:

- (a) A description of the request for the change shall include:
  - (1) Proposed road/street name or names. Several should be submitted in order of preference.
  - (2) Location of road/street on a map, giving the direction and distance from the nearest intersection of two public roads/streets.
  - (3) Existing road/street name(s).
  - (4) Reason for request to change road/street name.
- (b) Notify by letter and include a list of all property owners served by the road/street in question. Identify each property owner by tax map parcel number and address. Each landowner must sign a petition/statement to indicate favor or opposition to the proposed name(s). If any landowners could not be contacted, the letter that was not deliverable by the United States Postal Service shall be submitted with the petition.
- (c) The landowners in favor of the proposed name(s) must represent the majority of the parcels served by the road/street.

3. *Naming of a New Road/Street Not Part of a Subdivision/Site Development*

*Towns*

The naming of a road/street within a town shall occur pursuant to town ordinances. The process described below under Rockingham County may be adopted by the towns. An infrastructure fee may be levied by the town to cover the cost of the manufacture and installation of the road/street sign and any other local costs.

*City of Harrisonburg*

The naming of a road/street within the city shall occur pursuant to city ordinance.

*Rockingham County*

No fee is required for processing the proposed name(s) for a new public road/street or a Rockingham County private road/street serving three or more residences.

An administrative fee and an infrastructure fee will be required for processing the proposed name(s) for a Rockingham County private road/street serving less than three (3) residences. An administrative fee shall be levied by the agent/clearinghouse for road/street name review, name-change notification of the effected landowners or residents, the processing of requests to cover corrections to all copies of the Master Road/Street Names Directory, the maps used by emergency services, and any other related costs. An infrastructure fee shall be levied to cover the cost of the manufacture and installation of the road/street sign and any other costs related to the road/street name request.

Proposed names shall be in writing to the agent and shall include the following information:

- (a) A description of the request shall include:
  - (1) Proposed road/street name or names. Several should be submitted in order of preference.
  - (2) Location of road/street on a map, giving the direction and distance from the nearest intersection of two public roads/streets.
  - (3) Background information explaining the significance of the names proposed.
- (b) Notify by letter and include a list of all property owners served by the road/street in question. Identify each property owner by tax map parcel number and address. Each landowner must sign a petition/statement to indicate favor or opposition to the

proposed name(s). The landowners in favor of the proposed name(s) must represent the majority of the parcels served by the road/street.

- (c) If any landowners could not be contacted, the letter that was not deliverable by the United States Postal Service shall be submitted with the petition.

#### 4. *Road/Street Name Reservation*

The submittal of a preliminary plan or plat for review will reserve any road/street names therein unless those names fail to meet the criteria, the approval of the governing body in the respective jurisdiction, or unless the project is disapproved, abandoned, or otherwise voided. Refer also to Section IV-D-3 below.

#### 5. *Road/Street Naming in the Subdivision and Site Development Review Process*

Refer to Section IV-D-2 below.

#### 6. *Road/Street Naming of Annexed Areas*

If changes are to occur within areas annexed by the towns or city, those areas shall be addressed, or renamed and addressed, on the date the annexation occurs.

### **IV. SUBDIVISION NAMING**

#### **A. Subdivision Requiring Names**

All commercial, industrial, and residential subdivisions, including manufactured home parks and subdivisions, in Rockingham County shall be named. Subdivisions in the towns and city shall be named pursuant to town and city ordinances.

#### **B. Review and Approval of Proposed Subdivision Names**

All proposed names shall be reviewed by the agent for conformance with the guidelines established herein. If a proposed subdivision name is found to be in accordance with all provisions in this manual, the agent shall approve the name. Each town and the city shall appoint an individual to receive approved names from the agent.

### **C. Subdivision Naming Guidelines**

All subdivision names proposed within the county, the towns, and the city shall be reviewed to avoid potentially confusing situations for emergency responders.

1. *Duplication:* A proposed subdivision name should not duplicate an existing or reserved subdivision name in the county, the city, or the towns. A subdivision name and a road/street name may be the same only if the road/street is within that subdivision.
2. *Confusion:* A proposed subdivision name should not sound like or be similar to the name of an existing or reserved subdivision name or an existing or reserved road/street name in the county, city, or towns.
3. *Directionals:* Compass points (such as north, northeast, etc.) should be avoided in subdivision names.
4. *Community or geographic features:* The use of names derived from community names or geographic features should be limited to locations in such communities or geographic features.

### **D. Subdivision Naming Process**

#### **1. Change in Existing Subdivision Name**

##### *Towns*

The naming of a subdivision within a town and any pertinent signage shall occur pursuant to town ordinances. The process described below under Rockingham County may be adopted by the towns.

##### *City of Harrisonburg*

The naming of a subdivision within the city and any pertinent signage shall occur pursuant to city ordinance.

##### *Rockingham County*

An administrative fee shall be levied by the agent/clearinghouse for subdivision name review, name-change notification of the effected landowners or residents, the processing of name changes to cover corrections to all copies of the Master Road/Street and Subdivision Names Directory, the maps used by emergency services, and any

other related costs. The fee must be paid at the time the request is submitted.

The developer or the subdivision residents, depending on who initiated the request, shall be responsible for the manufacture and installation of a new sign or any corrections to the existing sign. The sign shall comply with Division 5 of the Rockingham County Zoning Ordinance.

*a. When the request is initiated by the subdivision residents or landowners:*

Requests to change a Rockingham County subdivision name shall be in writing to the agent and should include the following information:

- (1) A description of the request for the change shall include:
  - (a) Proposed subdivision name or names. Several should be submitted in order of preference.
  - (b) Location of subdivision on a map, giving the direction and distance from the nearest intersection of two public roads/streets.
  - (c) Existing subdivision name.
  - (d) Reason for request to change subdivision name.
- (2) Notify by letter and include a list of all property owners within the subdivision in question. Identify each property owner by tax map parcel number and address. Each landowner must sign a petition/statement to indicate favor or opposition to the proposed name(s). If any landowners could not be contacted, the letter that was not deliverable by the United States Postal Service shall be submitted with the petition.
- (3) The landowners in favor of the proposed name(s) must represent the majority of the parcels within the subdivision.

*b. When the request is initiated by the developer:*

If the subdivision has sold lots, the developer shall involve the residents or landowners in the name change request and follow the above procedure.

If no lots have been sold, the developer may request a name change. A description of the request for the change shall include:

- (1) Proposed subdivision name or names. Several should be submitted in order of preference.

- (2) Location of subdivision on a map, giving the direction and distance from the nearest intersection of two public roads/streets.
- (3) Existing subdivision name.
- (4) Reason for request to change subdivision name.

2. *Subdivision and Road/Street Naming in the Subdivision and Site Development Review Process*

*Towns*

The naming of a subdivision within a town and any pertinent signage shall occur pursuant to town ordinances. The process described below under Rockingham County may be adopted by the towns.

*City of Harrisonburg*

The naming of a subdivision within the city and any pertinent signage shall occur pursuant to city ordinance.

*Rockingham County*

No fee is required for processing the proposed name(s) for a new subdivision.

- (a) A developer may contact the agent prior to submission to determine the availability of proposed names. Subdivision name and road/street names may be reserved as provided in Section IV-D-3 of this manual.
- (b) Proposed subdivision name and road/street names shall appear on all final site development plans and subdivision plats, where applicable.
- (c) No final site development plan or final subdivision plat shall be approved until the subdivision name and all roads/streets are named and approved.
- (d) A subdivision name or a road/street name is approved for a five (5) year period within which time a final plat must be recorded. It is the responsibility of the developer to renew the reserved names on the preliminary plan or plat if the final plat is not approved within five (5) years of the preliminary plan approval.
- (e) It shall be the developer's responsibility to notify the agent when the final plat has been recorded with the Clerk of the Court, giving the deed book and page number. It shall also be the responsibility of the developer to notify the agent when the subdivision name and the road/street name is in use. The subdivision name and road/street names on the approved final

plat shall be reserved for five (5) years. Renewal of the reserved status is the responsibility of the developer.

3. *Subdivision and Road/Street Name Reservation*

The submittal of a preliminary plan or plat for review will reserve any subdivision name and the subdivision road/street names therein unless those names fail to meet the criteria, the approval of the governing body in the respective jurisdiction, or unless the project is disapproved, abandoned, or otherwise voided.

**V. AGENT CHECKLIST FOR THE PROCESSING OF NAMES**

- A. Agent receives request pursuant to the guidelines established in Sections III and IV above.
- B. Agent/clearinghouse reviews name(s), pursuant to the name criteria established in Sections III-C and IV-C above.
- C. Agent/clearinghouse approves or denies name(s) and notifies applicant.
- D. If name(s) submitted is approved and appears on the final plat recorded with the Clerk of the Court, agent contacts the appropriate governing jurisdiction. It shall be the responsibility of the appropriate governing jurisdiction to notify pertinent entities and agencies of any change within its boundaries.
- E. Agent/clearinghouse updates the Master Road/Street and Subdivision Names Directory and the Road/Street and Subdivision Names Map, pursuant to Section VI of this manual.

**VI. MAINTENANCE OF MASTER ROAD/STREET AND SUBDIVISION NAMES DIRECTORY AND ROAD/STREET AND SUBDIVISION NAMES MAP**

- A. All approved road/street names shall be listed in a Master Road/Street and Subdivision Names Directory to be maintained in the office of the agent/clearinghouse.
- B. The location of all approved road/street names listed in the Master Road/Street and Subdivision and Subdivision Names Directory shall be illustrated on a master set of Road/Street and Subdivision Names Maps to be maintained in the office of the agent/clearinghouse.
- C. The county and towns must report to the agent/clearinghouse any new roads/streets or subdivisions and/or road/street or subdivision names.

The city shall provide the agent/clearinghouse with a list of street names and a street map.

## **VII. ENFORCEMENT**

The towns, city, and county shall not release the bond for new streets until road name signs are correct and are appropriately placed. In the case of a private road in the county, the agent shall determine if a road name sign is correct and is appropriately placed.

A Rockingham County subdivision name sign shall meet the requirements of the county zoning ordinance, Article 7, Division 5.

## **VIII. PROCESS FOR MAKING CHANGES TO MANUAL**

- A. Any signatory of the Memorandum of Agreement which accompanies this manual may, at any time, request that a change be made to the manual.
- B. Each signatory shall review the requested change.
- C. The requested change would require unanimous approval by the signatories.