

# **KITTITAS COUNTY**

## **DEPARTMENT OF PUBLIC WORKS**

---

### **New Private Road Name Application Process**

The private road name application requires five suggested road names and an attached map indicating the road location, parcels serviced by the road, driveway location for each structure and at least one crossroad. The residents residing on the road to be named should reach a consensus on the name choices. Agreement is indicated by a signature and parcel number of each resident of the road appearing on the road name application form. If consensus cannot be reached, residents may submit individual road name applications. The complete road name application and associated fee are submitted to the Public Works Department.

The Address Coordinator will select a suggested road name based on these suggestions, and submit it to the Director of Public Works, Community Development Services and KITTCOM for approval.

The Director of Public Works is the final approving authority of all private road names. The decision will be based on the completed road name application, and comments and recommendations provided through the review process.

All public road names will be changed and/or established by ordinance through the public hearing process as required by the Kittitas County Board of County Commissioners.

### **Department of Public Works Road Name Standards**

1. The road name should not duplicate an existing road name recognized by Kittitas County.
2. The road name shall not be used if the pronunciation sounds similar to an existing road name, even if the spelling is different. Example: Larsen – Larson - Larsan, Cook - Cooke, Marion – Maryann.
3. The road name cannot be used if the name is the same with a different suffix. Example: Coyote Road- Coyote Lane, Red Fir Court – Red Fir Drive.
4. All road names will be limited to 13 characters with spaces. Suffices will be abbreviated to save space and the whole spelling of the suffix will not be included in the 13 characters allowed.
5. An initial or word suffix or prefix shall not be used with a surname being used as a road name. Example: E Larsen – M Larsen – A Larson, F Schnebly – Fred Schnebly - J Schnebly.

6. A road that is a continuation of an existing road, regardless of ownership, will be issued the same name.
7. The road name should take into consideration the geographical location of the road. Example: Hilltop Road should not be used for a road located in a valley.
8. The use of family surnames should be avoided unless they represent some historical significance to the location of the road.
9. The road name may not be a possessive form of the word.
10. Use only accepted suffixes. Do not use more than one suffix. Example: Valley Way Road.
11. Road names must be simple to pronounce, in the opinion of the review jurisdiction.
12. Cardinal directions shall not be used in the name. Directions are used only to designate the portion of an existing road. Example: North Road, East Fort Road, Northstar Drive.
13. No curse words or derogatory terms shall be used for road names.
14. All road names shall be of the commonly acceptable spelling, according to a standard dictionary.
15. Road names shall not contain any punctuation or special characters. Only alphabetical symbols A through Z and blank spaces may be used in road names.
16. The road name shall not start with a number. Example: Three Queens Loop.

**The following tables of suffixes are the only ones that can be used  
for new road names:**

Suffix	Abbreviation	Description
Avenue	AVE	A roadway or thoroughfare that is continuous and not limited to a single subdivision.
Boulevard	BLVD	Street with a landscaped median dividing the roadway.
Court	CT	Permanently dead-end street or terminating in a cul-de-sac, not longer than 660 feet in length.
Drive	DR	A curvilinear street.
Lane	LN	Minor street within a subdivision.
Parkway	PKWY	A thoroughfare designated as a collector or arterial, with a median reflecting the parkway character implied in the name.
Place	PL	Permanently dead-end street, terminating in a cul-de-sac, or short through street, not longer than 660 feet in length.
Road	RD	A designated thoroughfare.
Street	ST	The common or default suffix.
Way	WAY	A curvilinear street.

## Road Name Application Procedures

The following information is required. Maps and tax parcel information are available from the assessor's office or from Kittitas County's online mapping program ([compass.co.kittitas.wa.us](http://compass.co.kittitas.wa.us)).

MAP - A map must be submitted with the application including the following information:

1. Road Location
2. Property Lines
3. Driveway Locations

ROAD APPLICATION FORM- The road application form must indicate each of the following:

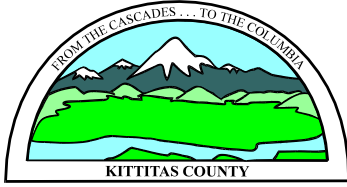
- 1. Five road names**  
Five road name choices are to be provided by the residents of the access road, the parcel owners and/or by the developer.
- 2. Name and telephone number of all the residents and/or parcel owners**  
Print the name and telephone number of each resident who uses the road for access or has a driveway onto the road, or each parcel owner who fronts the road if the parcel is currently vacant.
- 3. Existing Addresses**  
Indicate the address for each parcel.
- 4. Tax Parcel Numbers**  
Indicate all the tax parcel numbers the road serves.
- 5. Signatures**  
The signature of each resident or parcel owner must be included. The signature does not necessarily indicate that the individual agrees with the most popular road name, or even the idea to name the road. It does indicate that the resident or owner has been made aware of and understands the proposal to name or rename the road serving his property and has had an opportunity to vote for their preference or preferences.

Differences in road name preferences should be noted in writing on the road name application form.

The Director of Public Works is the final approving authority of all road names not requiring Kittitas County Board of County Commissioners' approval. The decision will be based on the completed road name application, and comments and recommendations provided through the review process.

All public road names will be changed and/or established by ordinance through the public hearing process as required by the Kittitas County Board of County Commissioners.

Please make sure all items are checked off before you submit the application. An incomplete application will delay processing.



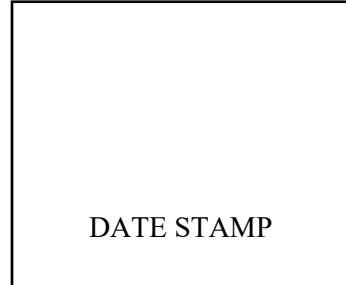
# KITTITAS COUNTY

## DEPARTMENT OF PUBLIC WORKS

### Private Road Name Application: \$750.00

Payment Method:  Check \_\_\_\_\_  Cash  Credit Card

Contact Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
Phone Number \_\_\_\_\_  
Parcel Number \_\_\_\_\_  
  
Signature \_\_\_\_\_



**PROPERTY OWNERS SERVED BY PRIVATE ROAD:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

**PROPOSED ROAD NAME:**

All road names will be limited to 13 characters with spaces. Suffixes will be abbreviated. Road names shall not start with a number. Example: Three Queens Loop. Road names shall not duplicate existing road names and shall not have the same name with different suffix. Example: Pacific Ave, Pacific Ln. Pacific Dr.

**MUST SUBMIT FIVE (5) ROAD NAMES AND A SITE MAP OF THE LOCATION OF THE ROAD:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

*When completed, return to: Kittitas County Public Works, 411 North Ruby Suite 1, Ellensburg, Washington 98926*