

# Road Name Change Guidelines

- The petitioner will complete the “Road Name Change Petition” application.
- The A&M Coordinator will determine the total cost involved in the road name change, the names of the property owners along the road based on the most current tax map information provided by the Upshur County Assessor’s Office and if the requested road name is available. The A&M Coordinator will collect a non-refundable \$50.00 deposit and file the “road name change petition” with the Office of the County Clerk.
- After the petition has been recorded, the A&M Coordinator will submit the “road name change petition” to the Upshur County Commission at the next scheduled County Commission Meeting for approval.
- The A&M Coordinator will notify the petitioner of the road name approval and return the “road name change petition” back to the petitioner to complete the remaining requirements.
- The petitioner will have 90 calendar days to collect the signatures and required documentation from no less than 80% of the property owners along the road to be changed. The petitioner understands that each property, regardless of the number of owners, is only given one signature per these guidelines. Also if the same owners own multiply tracks along the road to be changed, their signature will only be counted once toward the 80% requirement. The petitioner is required to file and pay the actual costs associated with the road name change with the Office of the County Clerk within the 90 calendar days. No exceptions will be granted.
- The A&M Coordinator will verify that the guidelines of the 911 Addressing and Mapping Ordinance have been met and then proceed with the necessary work to change the road name.
- The A&M Coordinator will notify all individuals and agencies necessary of the road name change.

Upshur County Addressing and Mapping Project  
**Terri Jo Bennett, Coordinator**  
Upshur County Courthouse Annex  
38 West Main Street, Room 303, Buckhannon, WV 26201  
Phone: (304) 472-1673      Email: [tjb@upshurcounty.org](mailto:tjb@upshurcounty.org)

## **Road Name Change Petition**

This application must be completed by a property owner along the road that is proposed to be changed. The petitioner is required to pay a non-refundable deposit of \$50.00 to the Office of the Upshur County Clerk. After the road name change is approved by the Upshur County Commission, the petitioner will then have ninety (90) calendar days to gather signatures from 80% of the property owners along the road proposed to be changed. Documentation such as a tax bill or deed showing ownership of each signatory must accompany the petition at the time of filing. **The petitioner understands that they are also obligated to pay the Upshur County Commission for the actual costs incurred by this road name change. See actual cost below.**

(Upshur County 911 Addressing and Mapping Ordinance, Section 6.7)

Date: \_\_\_\_\_ Current Road Name: \_\_\_\_\_

Name of Petitioner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

### Requested Road Name:

\_\_\_\_\_

Directions to the road petitioned to be changed: \_\_\_\_\_

\_\_\_\_\_

- Total number of structures \_\_\_\_\_ (x \$172.00) = \$ \_\_\_\_\_
- Change on statewide addressing and mapping site \$150.00
- DOH sign cost \$318.00 (applies only if a DOH road)
- Total cost \$ \_\_\_\_\_ required at the time of filing (this amount is less the non-refundable \$50.00 deposit)

Signature of Petitioner: \_\_\_\_\_

\*\*\*\*\* (internal use only) \*\*\*\*\*

The requested road name has no conflict with the current list of approved road names and it is my recommendation that the Upshur County Commission approve this request.

A&M Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved Name Change:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Road Name Change Petition

We the undersigned property owners wish to change our road name to \_\_\_\_\_, as approved by the Upshur County Commission.

We have attached a copy of our deed or tax bill as required.

Deed or Tax Bill Attached:

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Deed or Tax Bill Attached:

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Deed or Tax Bill Attached:

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Deed or Tax Bill Attached:

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

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Signature: \_\_\_\_\_

Deed or Tax Bill Attached:

Address: \_\_\_\_\_

Signature: \_\_\_\_\_