

Road Name Removal Guidelines

- The petitioner will complete the “Road Name Removal Petition” application.
- The A&M Coordinator will determine the total cost involved in the road name removal, 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 petition complies with the guidelines set forth in the 911 Addressing and Mapping Ordinance. The A&M Coordinator will collect a non-refundable \$50.00 deposit and file the “road name removal petition” with the Office of the County Clerk.
- After the petition has been recorded, the A&M Coordinator will submit the “road name removal 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 petitions approval and return the “road name removal 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 remove the road name and change the physical addresses.
- The A&M Coordinator will notify all individuals and agencies necessary of the 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

Road Name Removal Petition

This application must be completed by a property owner along the road that is proposed to be removed from the addressing and mapping project. 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 removal petition 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 removed. 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 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): _____

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 request by the petitioner has been reviewed and the requirements of the Addressing and Mapping Ordinance have been followed. It is my recommendation that the Upshur County Commission approve this request.

A&M Coordinator: _____ Date: _____

Date approved by the County Commission: _____

Road Name Removal Petition

We the undersigned property owners wish to have the road name of _____ removed from the Addressing and Mapping project.

Our physical address will be assigned from _____.

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

Signature Address: _____

Signature Address: _____

Signature Address: _____

Signature Address: _____

Signature Address: _____

Signature Address: _____

Signature Address: _____

Signature Address: _____

Signature Address: _____

Signature Address: _____

Signature Address: _____

Signature Address: _____
