



Marion County
OREGON

STREET NAMING/CHANGE OF STREET NAME APPLICATION

**Applications will no longer be accepted by email or mail.
All applications must be submitted in person.**

Planning Division
5155 Silverton Rd. NE
Salem OR 97305
Ph. (503) 588-5038 Email: Planning@co.marion.or.us
<http://www.co.marion.or.us/PW/Planning>

PROCEDURE:

- A. Once a complete application is received, the Planning Division will request review and approval of the proposed name(s) from the 911 Dispatch Center.
- B. Planning staff will then review the application for compliance with the County Street and Addressing Ordinance, County Zoning Code, and other applicable ordinances and regulations. The Planning Division will approve the application if it clearly complies with all regulations.
- C. Notice of the decision is sent to the applicant, affected property owners, and various governmental, utility and emergency services agencies. Please note there is a 12 day appeal period if the applicant or affected property owner disagrees with the chosen name(s).

APPLICATION REQUIREMENTS:

Incomplete applications will not be accepted. A complete application consists of the following that must be submitted:

- A. The attached application form filled out in ink.
- B. Copy of the officially recorded title transfer instrument (deed, warranty deed, or contract) that shows the legal description for the parent parcel. Available at the Clerk's Office, 2nd floor, 555 Court St. NE, Salem.
- C. Map showing existing dwelling locations and driveway locations that will have access off this easement.
- D. A list of the name(s) and address of each property owner of property relying on the road or street for access.
- E. **If the application is not a requirement of a land use action, please include the signatures of at least 51% of the owners of property abutting the subject road or street signifying that they agree with the proposed name(s). Please note this item does not apply to County-initiated applications.**
- F. Filing fee: Make check payable to Marion County.

NOTE: If all of the required information is not submitted with the application form, it will not be accepted. If the application is withdrawn after a file has been set up or fee deposited, the entire fee cannot be refunded. Partial refunds are at the discretion of the Planning Division based on the amount of staff work undertaken.



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Fee: Please check the appropriate box:

- Property Owner Initiated - \$600
- County Initiated: no fee

PROPERTY OWNER(S):	ADDRESS, CITY, STATE, AND ZIP:
PROPERTY OWNER(S) (if more than one):	ADDRESS, CITY, STATE, AND ZIP
APPLICANT REPRESENTATIVE:	ADDRESS, CITY, STATE, ZIP
DAYTIME PHONE (if staff has questions about this application):	E-MAIL:
NAME OF EXISTING STREET (if a name change is proposed):	
ADDRESS OF SUBJECT PROPERTY OR DESCRIBE LOCATION OF THE EXISTING OR PROPOSED STREET (include from and to address numbers as well as names of all cross streets):	
FOR A NEW NAME OR NEW STREET, PLEASE LIST BELOW FOUR (4) PROPOSED ROAD NAMES, IN THE ORDER OF PREFERENCE (see the attached information sheet):	
(1)	
(2)	
(3)	
(4)	

FOR OFFICE USE ONLY:	
<u>Application elements submitted:</u>	
<input type="checkbox"/>	Title transfer instrument (private road only)
<input type="checkbox"/>	Dwellings/driveways map
<input type="checkbox"/>	Applicant statement
<input type="checkbox"/>	Filing fee
Application accepted by:	
Date:	

THE APPLICANT(S) SHALL CERTIFY THAT:

- A. If the application is granted the applicant(s) will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
- B. I/We hereby declare under penalties of false swearing (ORS 162.075 and 162.085) that all the above information and statements and the statements in the plot plan, attachments and exhibits transmitted herewith are true; and the applicants so acknowledge that any permit issued on the basis of this application may be revoked if it is found that any such statements are false.

SIGNATURE(S) OF APPLICANT(S):

DATED this _____ day of _____, 20

OWNERS OF PROPERTY ABUTTING THE SUBJECT STREET SIGNIFYING THAT THEY AGREE WITH THE PROPOSED STREET NAME(S):

Please be advised that if this Street Name/Change of Street Name application is approved, **it will change your existing address** to a new address and the new street name. You will receive notification of your new address upon approval of this street naming application as outlined in the "Procedure" section on Page 1. **Your signature below indicates you understand and agree to the proposed street name or change of street name.**

SIGNATURE AND PRINTED NAME of each owner of the subject property.

Printed Name and Current Address

Signature

Printed Name and Current Address

Signature

Printed Name and Current Address

Signature

Printed Name and Current Address

Signature

Printed Name and Current Address

Signature

ROAD NAMING GUIDELINES

When submitting road names for approval, certain words have been used repeatedly over the years causing confusion for emergency services. As such, the following words, in any form, cannot be used for naming a new road in Marion County:

- EAST
- EASTERN (unless paired with another word)
- NORTH
- NORTHEAST or NORTHEASTERN
- NORTHWEST or NORTHWESTERN
- NORTHERN (unless paired with another word)
- NUMBERED NAME (spelled out or numeric)
- SOUTH
- SOUTHEAST or SOUTHEASTERN
- SOUTHWEST or SOUTHWESTERN
- SOUTHERN (unless paired with another word)
- WEST
- WESTERN (unless paired with another word)

- All private roads must end in either WAY, PLACE or LANE
- New roads cannot exceed two words, total, or 20 letters
- New road names cannot include or contain the following:
 - initials - for example, “HMS Sternwheeler”
 - punctuation – for example, “Smith-Jones Road”
 - made-up words – for example, “Hoobosko”
 - street type – for example, “Dead End Lane NE”

- Additional review will be given to street names that are difficult to pronounce and/or spell, could be offensive, and/or have spelling variations.
- Other criteria such as the actual street type will also be considered on a case by case basis.

You must submit four (4) separate names for each road name needing approval. Do not submit four variations of the same name (Sparky Way, Sparky Lane, etc.) The following is an example of four separate names:

SPARKY LN
BAMBI WY
SEAHAWKS LN
DUSTY PL

Note: All parcels that have direct access off the access easement will be required to change their address to the new road name and a new number will also be assigned.