

## RAVALLI COUNTY ROAD NAMING POLICY

Every road that accesses multiple ownership parcels or dwellings must be named.

### Naming a New Road:

1. Obtain a Road Name Petition from the Ravalli County GIS Department or download a copy from the GIS Web page: [ravalli.us/173/Road-Name-Petitions](http://ravalli.us/173/Road-Name-Petitions).
2. Fill in all of the pertinent information. (Use the Road Location and Parcel Tax-ID items to provide a good clue as to where this new road can be found.)
3. In pursuit of that unique road name, please supply at least three alternate names.
4. Make sure that the road names have suffix types that comply with U. S. Postal Standards such as Court, Drive, Lane, etc.
5. Obtain signatures of at least 60% of the adjoining land owners—these signatures indicate that those persons approve of the chosen road name. **This list of signatures must include individuals with properties that have existing addresses that will be affected by this new road name.**
6. Sign the Road Name Petition before a Notary of Public.
7. Return the completed form to the GIS Department with the appropriate fee (\$125).
8. Allow a week for processing.

### Renaming an Existing Road:

To rename an existing road, the process is essentially the same as above, except that signatures from 100% of the adjoining land owners are required. All residents of the road must change their physical address to reflect the new road name and address sequence.

After the new road has been entered into the GIS database, you will be sent a letter stating that the road has been entered into the County's system.

### Road Signs and Addresses:

It is your responsibility to erect an appropriate road sign for your newly named road. The County no longer has the resources to build and install road signs. The sign should be reflective and large enough to be read from a reasonable distance.

The GIS Department is also responsible for issuing new addresses. We will provide you with the official green reflective numbers. Please display your address numbers in such a manner that emergency responders can find you.

### Important Notes:

1. **The road must be accessible to facilitate GPS collection by the GIS staff.**
2. **Proper road names must be unique - they cannot be duplicates of existing names within the county. For example: "East Side Lane" will not be accepted because "Eastside Highway" already exists. Also, new road names cannot phonetically sound like existing names.**
3. **Backup names with mere changes in the suffix do not constitute unique road names.**



**RAVALLI COUNTY GIS DEPARTMENT**  
**215 S. 4<sup>TH</sup> ST SUITE E**  
**HAMILTON, MT 59840**  
**(406) 375-6622**

<http://ravalli.us/170/Geographic-Information-Systems-GIS>

## **ROAD NAME PETITION**

Processing Fee: \$125.00

**1. APPLICANT INFORMATION:**

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

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

City/State/Zip: \_\_\_\_\_

Telephone: Work: \_\_\_\_\_ Home: \_\_\_\_\_

**2. MAIL DETERMINATION TO (if different than applicant information):**

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

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

City/State/Zip: \_\_\_\_\_

**3. ROAD LOCATION DESCRIPTION:** \_\_\_\_\_

**4. PARCEL TAX-ID:** \_\_\_\_\_

**5. PROPOSED ROAD NAME:** \_\_\_\_\_

**BACKUP NAME 1:** \_\_\_\_\_

**BACKUP NAME 2:** \_\_\_\_\_

**BACKUP NAME 3:** \_\_\_\_\_

(Shorter names make for better road signs)

**6. SIGNATURES OF PROPERTY OWNERS WHO ADJOIN OR USE THIS ROAD:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The applicant hereby certifies that the signatures on this petition constitute the required amount of the landowners accessing or adjoining the road to be named by this petition.

**Applicant's Signature:** \_\_\_\_\_

This instrument signed before me, \_\_\_\_\_, a Notary Public for the State of Montana, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.