



# City of Bay Minette

## New Road Name Request

301 D'Olive Street · Bay Minette, Alabama 36507

Phone (251) 580-1650 · COBM\_Planning@ci.bay-minette.al.us

### New Road Name Procedures for Emergency Response Purposes

Effective September 1, 2020 the City of Bay Minette adopted a new procedure for road naming by officially adopting Resolution #0920-03 in order to facilitate prompt and efficient response and delivery of emergency services. Below is an overview of the process to request a change to an existing road name within the municipal limits of Bay Minette.

1. If the basic criteria is met and all required documentation has been submitted, the Planning Department will present the request to the City Council at the first available meeting. Since 100% of affected residents/landowners must sign the petition, a public hearing is not required.
2. After reviewing the application, if the City Council approves the naming of the road, a reasonable time should be allowed to properly implement the new name into the Enhanced 911 Emergency System of Baldwin County and applicable City departments.
3. If approved, the Planning Department will obtain the cost of signage and notify the applicant. The cost of signage is the responsibility of the applicant and payment is due to the Planning Department prior to the signage being installed and addresses assigned.
4. If approved, the Planning Department will assign new addresses to all structures and all affected residents/owners will be notified via regular mail. If denied, applicants will be notified of the decision by the Planning Department via regular mail.

### List of Submittal Requirements

- Completed Application
- Non-Refundable Administrative Fee
- Cost of Signage (*if approved*)
- All names and addresses of landowners and residents that would be affected by the Road Name Change  
\* Parcel ID Number is listed on property tax receipts or may be obtained from the Baldwin County Revenue Commission at its website [www.revcomm.co.baldwin.al.us](http://www.revcomm.co.baldwin.al.us).
- Completed Petition with 100% of signatures from all landowners and residents that would be affected
- Site plan or specific description of the location of each driveway



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### Suggestions for Completing the New Road Name Request Application

- Please make sure you complete all required parts of the form and meet all the stated criteria so that your petition will pass its initial review. A rejection of your request at any point in the process will activate a twenty-four (24) month waiting period before another petition will be accepted for processing.
- It is the intent that private roads having three or more residential and/or commercial structures will be named and addressed by the Planning & Development Services Department. In addition, roads leading to cemeteries or government facilities can be named as long as they are separate from any other named road.
- Road Name Selection - Personal names are strongly discouraged. In order to avoid duplication and potential conflicts when wireless communication equipment is used to call for emergency response, names beginning with a word used in an existing road name anywhere in the county or other municipalities will be denied. You are welcome to contact the Baldwin County E-911 Addressing Department at (251) 947-3911 to check for duplication before submitting your petition. Names beginning with the following words will be denied: *Bay, Bayou, Camelia/Camellia, Cedar, Cypress, Deer, Dogwood, Gulf, Hill, Holley/Holly, Juniper, Lake, Magnolia, Oak, Pecan, Perdido, Pine, Quail, Ridge, River, Village, Wolf or Wood.*
- The City Planner shall have the authority to reject any proposed road name that, in their opinion, may increase the unauthorized removal of the road sign.
- Road names within subdivisions are the responsibility of the developer. If you live in a recorded subdivision, the road naming request may not be approved but the developer may be asked to submit a new plat of the subdivision showing the new road name.
- Include a list of all land and building owners who will be located on this road - each structure will be assigned a new address. Please include the names, street and mailing addresses and telephone numbers, and note whether they are an owner or non-owner resident. When listing all land and building owners located on the road, be specific. List future development if known and possible time of development. This could be a factor in approval of your application. Attach additional pages if necessary. *Parcel ID Number is listed on property tax receipts or may be obtained from the Baldwin County Revenue Commission at its website [www.revcomm.co.baldwin.al.us](http://www.revcomm.co.baldwin.al.us).*
- Include a site plan or specific description of the location of each driveway with this petition (e.g., John Doe's driveway is 20 feet north of his south property line). This determines which numerical address the property will receive.
- Who Can/Must Sign the Petition? - 100% of those directly affected by the new road must sign the petition. This includes resident landowners, non-resident landowners and non-owner residents on any properties that touch or must be accessed from the roadway. One representative may sign for each household, business or landowner. Names and ownership will be verified, and a field check of the number of inhabited structures will be made. Failure to obtain all signatures will result in denial of the application.
- After reviewing the application, if the City Council approves the naming of the road, a reasonable time should be allowed to properly implement the new name into the Enhanced 911 Emergency System of Baldwin County and applicable City departments. Applicants approved or denied will be notified by mail.



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Application Fee- \$100.00
Date Paid: _____
Paid: <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash
<input type="checkbox"/> Check- No. _____

### Application

**Location of Road** *Exact location and direction of how the road will run through every property. Attach additional pages if necessary.*

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**Parcel ID/PIN(s):** \_\_\_\_\_

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**Type of Roadway (check one):**  Private Road/Drive  Right-of-Way  Easement

**Width of road or driveway and approximate length:** Width \_\_\_\_\_ Length \_\_\_\_\_

### Proposed Road Name

*Submit no less than three names for the proposed road. Generic-type names will receive preference over personal names.*

**First Name Choice:** \_\_\_\_\_

**Second Name Choice:** \_\_\_\_\_

**Third Name Choice:** \_\_\_\_\_

### Comments

*Give a brief background history and why you think the road should be named. Attach additional pages if necessary.*

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### Office Use Only

**Case No.:** RD-\_\_\_\_\_ **Date:** \_\_\_\_\_ **Received by:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_ **Subdivision:** \_\_\_\_\_ **Result:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

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### New Road Name Petition

I/We, the undersigned, hereby petition the City of Bay Minette to permit the renaming of our roadway and I/we have read and understand that the naming of this road is for the sole purpose of the response and delivery of emergency services. *I/We further understand that the naming of the road will in no way constitute responsibility for road maintenance of any type by the City of Bay Minette, its agents or assignees, now or in the future.* If the name change is not approved, we understand that we must wait twenty-four (24) months from the date of rejection before submitting another request.

Proposed Road Name Option 1: \_\_\_\_\_

or

Proposed Road Name Option 2: \_\_\_\_\_

or

Proposed Road Name Option 3: \_\_\_\_\_

Signature(s) of all residents, business owners and landowners involved. Attach additional copies if necessary.

Signature

Print Name

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Group representative (print name): \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_