



City of Bay Minette

Road Name Change Request

301 D'Olive Street · Bay Minette, Alabama 36507

Phone (251) 580-1650 · COBM_Planning@ci.bay-minette.al.us

Road Name Change 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 request will be scheduled for a public hearing before the City Council. The Planning Department will schedule the advertisement and notify the applicant of the cost. The cost of advertisement is the responsibility of the applicant and payment is due to the Planning Department prior to the advertisement being placed in the newspaper.
2. Notice of the proposed hearing on the Road Name Change shall be published in the Baldwin Times once a week for four consecutive weeks prior to the City Council taking action.
3. Notice of Public Hearing shall be posted in four conspicuous places within the municipality at least four weeks prior to the public hearing.
4. Notice of Public Hearing shall be sent via regular mail at least 30 days prior to the scheduled meeting to affected residents, businesses, land or building owners.
5. The notice shall describe the proposed change and also give the date, time, and location of the meeting of the City Council at which the proposed Road Name Change is scheduled to be addressed.
6. Any person alleging to be affected by the proposed name change may submit a written objection to the City Council or may request an opportunity to be heard at the public hearing.
7. 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.
8. 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.
9. 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 Application Fee
- Cost of Advertisement
- Cost of Signage *(if approved)*
- All names and addresses of landowners and residents that would be affected by the Road Name Change
- Completed Petition with signatures from 90% of all landowners and residents that would be affected
- If partial name change, site plan or specific description of the section of road to be renamed



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Suggestions for Completing the Road Name Change 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.
- If it is only a portion of an existing roadway proposed to be changed, be very specific in the description of the boundaries. The boundaries must be extremely clear – the name must not change in the middle of a block and should be bisected by another road to make the boundaries clear.
- 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 road name change.
- Include a list of **all** residents, 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.*
- 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? - 90% 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 the required number of signatures will result in denial of the application.



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Application Fee- \$100.00

Date Paid: _____

Paid: Credit Card Cash

Check- No. _____

Application

Current Road Name: _____

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

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: _____

Entire Road Name Change **OR** Part Road Name Change

If "Part Road Name Change" is selected, describe the portion to be changed. Attach additional pages if necessary.

Width of road or driveway and approximate length: Width _____ Length _____

Comments

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

Office Use Only

Case No.: RD- _____ Date: _____ Received by: _____

Zoning: _____ Subdivision: _____ Result: _____

Comments: _____



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Road Name Change 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.

Current Road Name: _____

Change Entire Road Name to: _____

or

Change Part of the Road Name to: _____

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

Signature

Print Name

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Group representative (print name): _____

Mailing Address: _____

Telephone Number: _____ Email: _____