



DOUGLAS COUNTY

COMMUNITY DEVELOPMENT DEPARTMENT

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For Office Use Only

Date

Received By

CD Application Number
(if applicable)

ROAD NAME APPLICATION

APPLICATION TYPE: (CHECK ALL THAT APPLY):

Road Name Reservation/Approval

Road Name Change

Link to: [General Development Application](#)

All planned roads and private easements / roads providing access to 2 or more properties must be named. All road names must conform to the Douglas County Addressing and Road Naming Ordinance located in [Title 20.900](#).

****Completed forms may be delivered to Community Development Department's public counter, emailed to planning@douglasnv.us or faxed to (775) 782-9007. ****

Road Name Reservation/Approval

Your **Road Name Reservation/Approval** request will be reviewed, and you will be notified of results. Staff will determine whether the names submitted are acceptable. Pay careful attention to the following guidelines:

- A. Names duplicating or sounding similar to existing names will be rejected.
- B. Do not use foreign words with spellings that could be easily mispronounced or have multiple possible pronunciations.
- C. Due to sign space-limitations, limit names to 14 characters in length.
- D. Names utilizing a directional will be rejected (e.g., north, south, east, or west).
- E. Do not use any type of punctuation (e.g., periods, hyphens, apostrophes, etc.).
- F. All names must have an acceptable type (e.g., street, court, lane, way, trail, etc.).
- G. Avoid using double suffixes (e.g., Deer Trail Lane).
- H. Names referring to geographic features within the Emergency Response area must be in the vicinity of the geographic feature being referenced. (Ex.: Hope Valley Rd. is not appropriate for use inside Douglas County because it is not located in Douglas County but is within the Emergency Response area).

It is important to utilize road names exactly as approved, remember spelling, suffixes, and whether names are 1 or 2 words. Consistency is the key throughout the entire process.

Names can be reserved for two years; they will be removed from the reserve file after two years unless a final plat has been filed by the developer. Approved road names must be placed on all development plans (whether subdivision or site plans) prior to final plan approval. Only plans reflecting acceptable road names placed on the particular streets they represent will receive final approval.

Rarely will all names be approved. For that reason, it is suggested that you submit twice as many names as there are planned roads.

Required Information: This information form must be fully completed and accompanied by a road layout plan, including future road extensions and existing surrounding roads. Please provide a copy of the road layout plan on 8.5x11 size paper with the new roads numbered (1, 2, 3, etc) for identification. If a map of the layout plan and vicinity is not included, the application will be returned or held-up pending copy of map.

* If the County must produce the map in order to adequately complete the road naming process, the applicant will be responsible for the costs associated with the map production. These fees are due payable prior to the approval of the road name.

Road Name Change

Required Information: This information form must be fully completed and accompanied by a map showing the extents of the road being changed and the effected properties highlighted. On the Road Name Change Canvass Form, (attached) a signature from each effected property owner / tenant, and their agreement or disagreement to the road name change is required.

An application fee (see current [fee schedule](#)) is due and payable at the time of application. If the County must produce the map in order to adequately complete the road naming application process, the applicant will be responsible for the costs associated with the map production. These fees are due payable prior to the approval of the road name.

In accordance with Title 20, Chapter 20.900, new road signs must be installed and can be obtained by ordering them from the [Douglas County Roads Department](#) – Public Works 775-782-6233. **Costs for new road signs are the responsibility of the applicant.** The new road name must comply with the Douglas County Addressing and Street Naming Ordinance 20.900. It is best to reserve a road name prior to requesting a road name change. If any address changes result from the road name change, a Douglas County Address Correction Notification (completed with Community Development) form must be filed for each property affected.

During the review process, staff may need to contact you. Please provide a good daytime contact phone number and/or e-mail address. A copy of the approved application will be returned to you indicating the names accepted. Please allow two weeks for approval.

Note: Upon review of this application, Douglas County may require additional documentation and/or applications.

APPLICANT INFORMATION:					
Applicant/Developer			Owner/Other		
Name:			Name:		
Company:			Company:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:			Phone:		
Email:			Email:		

ROAD NAME CHANGE REQUIRED INFORMATION (IF APPLICABLE) :					
Request Date:					
Current Road Name (if any):					
Proposed Road Name:					
<input type="checkbox"/> County Road	<input type="checkbox"/> Public Road	<input type="checkbox"/> Private Road	Township:	Range:	Section:
Location of Road or Portion of Road Proposed for Change:					
Beginning of Change (from): _____					
End of Change (to): _____					
Reason for Proposed Change:					
Total Number of Properties Effected:					

<u>For County Use Only</u>	
Date Received: _____	Application Fee \$ _____ + Tech Fee \$ _____ paid <input type="checkbox"/> Yes <input type="checkbox"/> No
Will Road Require Readdressing: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Listed Property Owners / Tenants Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No	Percentage Approving: _____%
Proposed Road Name Reserved: <input type="checkbox"/> Yes <input type="checkbox"/> No (if no) Proposed Road Name Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Road Name Change Request: Approved / Denied	
Reason: _____	

GIS Staff Signature: _____	Date: _____
Planning Staff Signature: _____	Date: _____
Emergency Services Signature: _____	Date: _____

