



GEORGETOWN COUNTY PROCEDURE FOR STREET NAMING

1. Applicant presents proposed new right-of-way or proposed new name for existing street to the Planning Department.
2. Applicant completes the “Application for Un-named Street” form and pays the necessary fees to the Planning Department. The fee is \$100 per intersection. Staff issues a receipt to the applicant for the fee and makes a file folder for the proposed street name.
3. Planning staff will choose the proper designation for the proposed street name (street, drive, etc.) based on Article IV, Section 2 of the County’s Land Development Regulations.
4. If a proposed street is already populated, the applicant will need to have 80% of the existing residents sign the application.
5. Planning staff submits the applicant’s three choices to the “Street Name Distribution List” which includes an additional representative from the Planning Staff, the 911 manager, representatives from each of the three Fire Departments and the GIS Manager.
6. If none of the departments object to a proposed street name, Planning Staff places the street name on the list for the next available Planning Commission meeting. The Planning Commission certifies the list of street names at their monthly meeting.
7. At this point, planning staff may sign off on a plat showing the certified street name.
8. Planning staff records the certified list at the Register of Deeds Office.
9. Planning staff routes copies of the certified list and associated maps to GIS and Public Works. Public Works then makes and installs the street sign(s). GIS maps the new names, assigns address ranges and submits this information to the Planning Department.
10. Planning Staff forwards the GIS information to the 911 office, updates the “application for un-named street” form and adds a copy of the GIS addressing information to the file.